



# WVU Office of the University Registrar Notary Service Request Form

**Service Fee: \$5.00 per notarized document, Money Order, made payable to West Virginia University.**

The name under which you attended WVU \_\_\_\_\_ Student ID or social security number \_\_\_\_\_

Mailing Address for Shipping the Completed Notarization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

ZIP Code \_\_\_\_\_ Country \_\_\_\_\_ Your Phone Number \_\_\_\_\_ Your E-mail \_\_\_\_\_

### What WVU Office of the University Registrar documents do you need notarized?

Original Diploma\*

Replacement Diploma, I have attached a Replacement Diploma Request Form

Scanned/Faxed Image of the Diploma, I need \_\_\_\_\_ copies\* notarized.

Original Transcripts, I need to order \_\_\_\_\_ transcripts\* to be notarized. (\$12 per transcript)

Other Registrar Generated Documents\*, I need \_\_\_\_\_ copies\* notarized.

### Where do your documents need to go?

If this is for the West Virginia Secretary of State Apostille, you need to send an additional form and payment to them directly. Go to their website (<http://sos.wv.gov/business-licensing/apostilles-authentications>) or call 1-866-767-8683 for more information as we do not coordinate this.

I would like to pick up the notarized document at the Office of the University Registrar.

I would like the notarized document to be mailed to the above address provided.

### Submission of this form acknowledges that upon our receipt:

- 1) The notarization fee (and transcript fee, if applicable) has been paid by Money Order or the Money Order is included
- 2) All documents for notarization have been ordered or attached to this form
- 3) No university financial hold is present on the student record
- 4) The signature from the student is provided below to authorize this request
- 5) Incomplete submission will result in delay, return to sender, or rejection

**Please allow 3-5 business days for processing. There is no tracking number or rush service for notarization.**

**Signature:**

**Date:**

Please send the above items to:

Office of the University Registrar  
ATTN: Graduation Unit  
PO Box 6878  
Morgantown, WV 26506

Contact Information:  
Registrar.WVU.EDU  
Registrar@mail.wvu.edu  
(304) 293-1988, Ext. 3

**Office Use Only**                      Amount Assessed                      Payment Assessed by                      Date                      GU Initial

Verify Record    No Holds    \$