



Oregon State
University

Office of the Registrar
Oregon State University
B102 Kerr Administration Building
Corvallis, Oregon 97331
P 541-737-4331 | F 541-737-8123
registrars@oregonstate.edu

Notary Service Request Form

Date: _____

A copy of your OSU or state-issued photo ID MUST accompany this form.

Name: _____ OSU ID #: _____
Last First Middle Initial

Mailing Address: _____

Contact Phone: _____ Contact Email: _____

When did you graduate? Please ✓ One: ☐ After Summer 2005 ☐ Before Fall 2005

Please identify services (✓) and the number of copies needed

Notarized Transcript Service

☐ _____ copies - Official Transcript(s), \$10.00 fee per transcript

Notarized Diploma Service (please ✓ services requested)

☐ _____ copies - Black and white copy of diploma (if graduation was **before Fall 2005**, include original diploma(s) with this form)

☐ _____ copies - Duplicate diploma(s), \$40.00 fee per duplicate (please allow 2-3 weeks for processing)

☐ Original diploma(s) (original diploma(s) included with this form)

For duplicate diploma requests, please include your name and degree information below:

Full name on diploma: _____ Graduation Date: _____

Degree earned: _____ Degree Academic College: _____

Notarized Other Documents

☐ _____ copies - Other Registrar-generated Document: _____

☐ Special request: Please describe in the box below. Include the number of copies needed.

Notarized Document Delivery Instructions

☐ Pick Up in Person by: ☐ Self ☐ Other (must present photo ID at time of pick up): _____

☐ Return all documents to the address listed above

☐ Return all documents to a different address

*The Office of the Registrar recommends you have your original and notarized documents **returned directly to you**. If you choose to return these documents to a different name and address than above, please include the information below.*

Recipient Name

Recipient Mailing Address

Return this form, any additional documents, a copy of your OSU or state-issued photo ID, and any applicable payment (payable to Oregon State University) to OSU-Office of Registrar, B102 Kerr Administration Building, Corvallis, OR 97331.

Signature

Date

Office use only: ☐ Rec'd _____ ☐ ID ☐ SHADEGR ☐ DIPL ☐ Proc. _____ ☐ Not. _____ ☐ Mail _____ Rev. 3.2019