

Notary Request Form For diplomas and transcripts

This form is for students or alumni who are requesting to have official transcripts, diplomas, or certificates notarized by a Notary Public through the university. Only documents issued by the Office of the University Registrar can be notarized through our office. Only official documents can be notarized; copies or scans will not be accepted. There is no notary fee. Standard fees for official transcripts and duplicate diplomas apply. To order official transcripts or a duplicate diploma with a notary, please visit the Chapman Marketplace for payment.

- **Official Transcripts**: To request official transcripts with a notarization, please complete this form and email it to regforms@chapman.edu. Please allow 7-10 business days for processing.
- **Diploma/Certificate**: Original diplomas or certificates can be delivered to our office for notarization. If you need to order a duplicate diploma or certificate, please fill out the Duplicate Diploma/Certificate Request Form in addition to this form. Email the completed forms to regforms@chapman.edu. Please allow 6-10 weeks for processing. Contact conferral@chapman.edu for further questions.

Select the item you would like notarized:	
Official Transcripts	
Diploma/Certificate	
Name:	ID:
Email:	Phone:
Years of Attendance:	DOB:
Delivery Method: The notarized documents can be picked up in person or main student is picking up the documents, the student must sign a picking up the documents must provide photo identification.	an authorized release and the designated recipient
Pick-up by student	
Pick-up by designated recipient.	
Name of designated recipient:	
Mail my notarized documents via	
1 st Class USPS mail	FedEx Priority Mail (\$25 additional fee)
Mailing Address:	
For further information about the notary and apostille proce http://www.sos.ca.gov/notary/authentication/ .	ess for the State of California, please refer to
Federal law (FERPA) requires the signature of the student to signing below you are authorizing Chapman University to readdress or designated recipient. Forms without signatures we	elease the academic record to the above mentioned
Signature of Student	