

# You have reached a form that has been discontinued

The Notarization Services provided in a separate form is no longer available.

For more information on visit the Office of the Registrar website:

<https://registrar.arizona.edu/support-services/graduation-services/notarization-services>

**NOTARIZATION SERVICES**

Complete this form if you are 1) ordering your official transcript online or in-person and you want it to be notarized, or 2) you are bringing in your original diploma and you want it to be notarized.

The cost is \$10 per document, which includes preparation and notarization of the document (original document fee is paid separately, if applicable). Fees are payable (US currency only) to *The University of Arizona* by accepted credit card, check, or money order. **No cash will be accepted.** Processing time is 3 – 5 business days.

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Date of birth \_\_\_\_\_ Degree awarded \_\_\_\_\_ Date awarded \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

☞ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
All requests must be received by \_\_\_\_\_

Please note: We cannot send a notarized transcript copy by fax machine or email.

\_\_\_\_\_ ations Requested \_\_\_\_\_ @ \$10 per document  
Total fees due to The University of Arizona \$ \_\_\_\_\_

MC/Visa/AMEX card #: \_\_\_\_\_ Expires: \_\_\_\_\_  
Required: Please provide the billing address and zip code for **this card**:  
Street address/PO Box \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_

☞ Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR** — if paying by check, include check and write check number here: # \_\_\_\_\_

You may submit this form by mail, scan/email, or in-person (no fax):

*Registration and Transcripts*  
Email: [reghelp@email.arizona.edu](mailto:reghelp@email.arizona.edu)  
Physical address: Administration Building, Room 210  
Mailing address: Office of the Registrar  
1401 E. University Blvd, Administration Building, Room 210  
PO Box 210066  
Tucson AZ 85721-0066  
4/9/2018

