

NOTARIZATION SERVICES

Fees are **\$10 per document**, which includes preparation and notarization of the document (original document fee 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 are subject to degree verification by The University of Arizona staff.

_____ Diploma copy(s) provided by graduate for notarization

_____ Diploma(s) (new original) applied for and on order. Vendor will return diploma(s) to the UA for notarization(s)

_____ Official transcript purchased by student and hand delivered (or is being mailed by Transcript Office to Graduation Services for notarization). Please note: We cannot send a notarized transcript copy by fax machine or email scan.

Total Notarizations 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 mail, fax, or scan/email the application as follows:

Kathy Oliboni
Office of the Registrar
1423 E University Blvd, Modern Languages Room 347
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Fax: (520) 621-3665
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