

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 (ksm3@email.arizona.edu)

Physical address: Bear Down Gym, Room 111

Mailing address: Office of the Registrar

1423 E University Blvd, Modern Languages Room 347

PO Box 210067

Tucson AZ 85721-0067

Fax: (520) 621-3665