

Request to Notarize a Diploma/Certificate

Date Requested: _____

Student ID Number: _____

Name _____

Email Address: _____ Phone number: _____

Student Signature _____

The following is enclosed:

_____ Original diploma/certificate

_____ Copy of diploma/certificate Number of copies _____

Select a delivery option:

(Allow 3-5 business days for processing)

_____ Pick-up Office of the Registrar

_____ Mail USPS

Mail FedEx: _____ (Domestic \$33.00 or \$60.00 international delivery)

To: _____

Fed Ex delivery payment: The request will not be processed until payment is received.

Do not include credit card information on this form. Once your request is received, a secure payment link will be emailed. If paying by check, please make check payable to **Northwestern University**.

PLEASE NOTE: The following additional services are available for specialized purposes. Use of these services may delay processing.

*Apostille services _____ **Not available for CeDiplomas**

*For apostille services see instructions on our website: <http://www.registrar.northwestern.edu/registration-graduation/graduation-preparation/request-a-diploma.html>