

Request for Notarization of Diploma and/or Transcript

Complete the information below (electronically if possible) and submit this form as an email attachment to diplomaoffice@colostate.edu. A \$25 fee is associated with this request which includes an Administrative fee of \$20 plus a notarization fee of \$5.

I would like to request the following documents be notarized for the \$25 administrative and processing fee:

- Original Diploma:
 - I have supplied an original copy of my diploma
 - I need to order a reprint of my diploma to be notarized (+\$35/diploma)
- Certified copy of my diploma:
 - I need a certified copy made of the original diploma I am providing (+ \$5/certified copy)
 - I need to request a reprint of my diploma and a certified copy (+ \$40/diploma and copy)
- Transcript:
 - I have ordered a transcript through RAMweb or RAMrecords and selected "Student Pick-up Next Day"
Add applicable shipping fee as per table, if pick up or USPS Standard is not sufficient

Method of Shipping	Processing time after form is received	Shipping Fee
<input type="checkbox"/> United States Postal Service	20 business days SILVER	Waived
<input type="checkbox"/> Standard UPS (to U.S. destinations)	10 business days* PLATINUM	\$98.00
<input type="checkbox"/> Standard UPS (to U.S. destinations)	15 business days GOLD	\$50.00
<input type="checkbox"/> UPS (to international destinations)	15 business days GOLD	\$90.00

*Add 7 days processing time for diploma orders placed the 4th week of November or 4th week of December

CSU ID #:	Date of Birth:	Last Name while attending CSU:
Please print my name on Diploma as: (including accent marks/special characters):		Type of degree (ex: BS/BA/Masters/PhD/DVM) and date awarded:
Street Address:		
Apartment, Suite or Building Number:	City:	State:
Zip Code or International Postal Code:	Country:	
* Phone #: (required):	Email Address:	

Select payment method: **Total Due:** \$ _____.

- Cash Check or Money Order (Please make payable to Colorado State University)
 Visa MasterCard

Credit card #: _____ / _____ / _____ Expiration date _____

Name on Credit Card *if other than* student _____ Security Code # _____

CSU ID # _____

_____ _____
 Student Signature (Electronic signatures *not* accepted) Date