

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 are subject to verification by University of Arizona staff.

_____ Original diploma(s)

_____ Official transcript(s) - Please note: We cannot send a notarized transcript copy by fax machine or email.

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

Registration and Transcripts

Email: 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