



Notarized Transcript / Notarized Diploma Request Form

See instructions on second page

Name (Please print or type) _____
first *middle* *last (family name)*

Former names used: _____

LC ID# or last 4 of SSN _____ Date of Birth _____

Years of attendance: 1st year at LC _____ Last year at LC: _____

Phone: _____ cell home work Email _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Mailing Address (if different) _____

City _____ State _____ Zip _____ Country _____

Choose the item(s) you require.

There is a **\$10 charge per order**. (An order consists of up to three transcripts and/or three diploma copies.)

Notarized transcript # required _____ (maximum of 3 per order)

Notarized copy of original diploma # required _____ (maximum of 3 per order)

*Please note that the graduate must send the **original diploma** to the Registrar's Office. See instructions on page 2.*

Completed documents and original documents are returned to the student by USPS with tracking. *

Documents are returned to the student so that the student may complete the Apostille process with the appropriate State office or overseas organization. * *Please be advised that additional shipping charges may be incurred for documents sent outside the United States. See directions on page 2.*

Return the documents to: Street address above Mailing address above Pick-up (Photo ID required)

Provide Payment.

Credit Card Account # _____

Expiration Date _____ Security Code (3 digit security code from back of card) _____

Amount Authorized: \$10.00 (\$10 per order form)

Signature below indicates agreement to release transcript and charge listed credit card.

Signature of student: _____ Date: _____

*Please note that form must be **physically signed**. Digital signatures cannot be accepted.*

Return form by mail, email or fax.

Email: reg@lclark.edu Fax: 503-768-7333

CAS Registrar's Office

0615 SW Palatine Hill Rd, MSC 108

Portland, OR 97219

NOTARIZED TRANSCRIPTS AND/OR NOTARIZED DIPLOMAS

Notarized Transcripts and/or Notarized Diplomas are often required by other countries to verify the authenticity of a US degree. The most common request is for an Apostille, which is issued by the State of Oregon – not Lewis & Clark College. However, the College can provide the necessary documentation to the student for the Apostille process.

We encourage you to review carefully what is required by your overseas institution or employer. You may also wish to review information on our website at: <https://college.lclark.edu/offices/registrar/apostille/>.

STEPS TO REQUEST A NOTARIZED DIPLOMA AND/OR NOTARIZED TRANSCRIPT

1. Gather your documents. If you need a notarized copy of your original diploma, you will need to return the **original diploma** to our office. (We do not maintain copies of your diploma.) Your original will be returned to you once the notarized documents have been created.
2. Submit this completed form to the CAS Registrar's Office. If you are ordering a notarized copy of your diploma, be sure to include your original diploma. (If the original diploma has been lost, see instructions below for ordering a replacement diploma.)

(If you attended the Graduate School or Law School, you should contact them directly. We can only notarize transcripts/diplomas for those who attended the College of Arts and Sciences.)

3. Students may elect to pick up the documents, or have them mailed. Please note that we return the notarized documents and original diploma (if applicable) to the student at either the street or mailing address listed on the form. For domestic addresses, the items will be sent in one package via the US Postal Service, and we will provide the student with a tracking number. If you wish to have the documents returned to an address outside the United States, please include a pre-paid mailing label with your order. We recommend FedEx or UPS in order to track your package once it leaves the United States. Both services pick up directly from Lewis & Clark College.

Please note that our office *cannot* send the documents to the State of Oregon to complete the Apostille process. The State requires payment with that process and we cannot forward funds. The student must complete this process directly with the State, and/or any applicable overseas agency or organization. Information about the Apostille process can be found on our website at: <https://college.lclark.edu/offices/registrar/apostille/>.

4. There is a \$10.00 charge per order. An order includes up to 3 notarized transcripts and/or 3 notarized copies of the diploma. Please note that mailing to addresses outside the United States requires the student to include a pre-paid mailing label from a mailing service. We recommend using either FedEx or UPS – both of which pick up directly from Lewis & Clark College.

REPLACEMENT DIPLOMAS

Diplomas that have been damaged or lost may be replaced, however, there is a charge for this service. You can find the replacement request form at: <https://college.lclark.edu/live/files/10278-cas-diploma-replacement-request-form>.

Please note that if you make your request in person, you will need to provide photo-ID. If you do not make your request in person, the replacement request form will need to be completed, signed and notarized. We cannot accept a fax or scan of the notarized document. The notarized form must be physically mailed to our office.

The wait may be lengthy as replacements are created at the next scheduled printing of regular diplomas.