



Office of the University Registrar  
 1009 Alfred B. Rollins, Jr. Hall  
 Norfolk, VA 23529  
 Phone: 757/683-4425  
 Fax: 757/683-5357  
 Email: register@odu.edu

# NOTARY REQUEST FORM

Use this form to request notarization of an enrollment verification, your official transcript and/or diploma(s). Although there is no cost for this service, there is a fee for transcripts and replacement diplomas. Transcripts will only be notarized at the time of issue by our office. Please be aware that the notary will stamp the document using permanent ink.

## Student Information

Student's Name: \_\_\_\_\_  
*Last* *First* *Middle*

University ID Number (UIN): \_\_\_\_\_

## Item(s) to Notarize

*Please check a box to have that item notarized.*

- Enrollment Verification
- Official Transcript (Transcripts will only be notarized upon issue)
- Diploma (enter degree details below)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Where to Send Notarized Item(s)

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I will pick up the notarized item(s) from the Registrar's Office

*By signing below, I authorize the Office of the University Registrar to notarize the items indicated above.*

Student Signature (required): \_\_\_\_\_ Date: \_\_/\_\_/\_\_

*Office use only*

*Diploma Information Verified*

Date Received: \_\_/\_\_/\_\_

Date Processed: \_\_/\_\_/\_\_

By: \_\_\_\_\_