



## Request for Notary Services

**DISCLAIMER:** Please download the form, fill out all information, SAVE the form to your computer and then submit your completed application to the Academic Records office.

(Failure to save the form will result in a loss of all typed information)

**A copy of your Cal U or state-issued photo ID MUST accompany this form.**

### Student Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ CWID No: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Notarized Transcript Service

- \_\_\_\_\_ Copies - Official Transcript(s): [Order online Paper Transcript](#)  
Fee: \$10.00 per official transcript

### Notarized Diploma Service

- \_\_\_\_\_ Copies - **Duplicate** diploma(s): [Order online Duplicate Diploma](#)  
Fee: \$25.00 per copy. \$10.00 rush fee per order.
- Original** diploma(s) – Include original diploma(s) with this form.

**For diploma requests, please include the diploma name and degree information below:**

Full name on diploma: \_\_\_\_\_

Graduation Month/Year: \_\_\_\_\_

Degree earned: \_\_\_\_\_

Major: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

\*\*\* Please hand-deliver to Academic Records for processing. \*\*\*

Location: Dixon 122