



Office of the University Registrar  
 10 Funkhouser Building  
 Lexington, KY 40506-0054

P: (859) 257-5055  
 F: (859) 257-7160

## Apostille/Notarization Request Form

This form is to request authentication and notarization of University of Kentucky issued documents as the first step in the Apostille process.

**Contact Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

UK ID or Last Four of Social: \_\_\_\_\_ City, State Zip Code Country  
 Phone: \_\_\_\_\_

**Document Information** (indicate which document(s) you would like notarized):

- Diploma
  - I am providing my original diploma.  
Mail original diploma to the address listed at the top of the page.
  - I would like to request a replacement diploma.  
Complete the duplicate diploma request process at [uky.edu/registrar](http://uky.edu/registrar). The cost for a replacement diploma is \$25.
- Transcript  
Please place an order for your transcript through the National Student Clearinghouse at [getmytranscript.com](http://getmytranscript.com) and enter [transcripts@uky.edu](mailto:transcripts@uky.edu) as the recipient. The cost to order a transcript is \$10 per transcript.

Number of copies of each document to be notarized: Diploma \_\_\_\_\_  
 Transcript \_\_\_\_\_

**Return Information:**

- I would like the documents mailed to the address I listed above.
- I would like to pick up the documents myself or have someone else pick them up on my behalf.

Name of Individual Picking Up Documents: \_\_\_\_\_

By signing below, I certify that I am the above named student and authorize the University of Kentucky to process my request and, if applicable, release the documents to the individual above. I also agree to pay any international shipping costs and/or expedited processing costs incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Documents to submit to Registrar's Office for request:**

- Request Form
- Government-Issued Photo ID
- Original documents    **or**     Request(s) for Replacement documents

**Please note:** This form will not be process unless it is submitted with a government-issued photo ID. Once we have received all required documents, your request will be processed within 3 business days.