



## TRANSCRIPT/DIPLOMA NOTARIZATION REQUEST

There is no cost for having a diploma or transcript notarized, however additional fees may apply for the documents themselves (please see below). Please allow two to four weeks for the production and notarization of a transcript/diploma.

Student Name: \_\_\_\_\_

Linfield ID or SSN: \_\_\_\_\_



#### 4. OPTIONAL APOSTILLE PROCESS

In some situations students may be required to provide a government Apostille or Authentication along with a notarized transcript or diploma. Foreign jurisdictions often require them before they will accept the notarized document. More information is available from the Oregon Secretary of State. If you need Linfield University to send this along with your notarized document(s), please select the option below.

Mail the notarized document directly to the Oregon Secretary of State.

Additional documents required:

- x Self-addressed stamped envelope (10"x12" - large enough to contain your diploma)
- x \$10 (per item) check made out to the State of Oregon
- x Completed Secretary of State "Request for Authentication/Apostille" form

Office

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