



# REQUEST for NOTARIZATION SERVICES

## UC IRVINE • UNIVERSITY REGISTRAR

Use this form to request notarization of a copy of your diploma, official transcript, or verification.

### Important Information:

Only an official academic transcript or verification is eligible for notarization; photocopies or other reproductions are unacceptable. A copy of your diploma can be notarized, provided that your original diploma is presented at the time the copy is notarized.

### How Notarization works with Registrar Services:

When you present your original diploma or have the Registrar's Office issue you an official transcript or verification, the University Registrar will produce and sign a letter attesting to the authenticity of your document. A notary will witness and verify the signing of the attestation by the University Registrar.

If you want your notarization mailed to an address different from your current address, include a separate page with the address(es). Additional information on University Registrar Notarization Services are on the reverse side of this form.

Notarization request for:  **Diploma Copy** ( QTY: \_\_\_\_\_ )  **Transcript** ( QTY: \_\_\_\_\_ )  **Verification** ( QTY: \_\_\_\_\_ )

|   |       |          |                                   |  |  |
|---|-------|----------|-----------------------------------|--|--|
| Name on UCI records (Last, First, Middle) |       |          | Student ID # (if known)           |  |  |
| Current Name (if different)               |       |          | Date of Birth: ____ / ____ / ____ |  |  |
| Current Street Address                    |       |          | Phone Number                      |  |  |
| City                                      | State | Zip Code | Email Address                     |  |  |

**In person Requests:** An appointment is required. You may schedule an appointment by contacting Heidi Weik at (949)-824-6121, or by sending an email to hweik@uci.edu.

**Mailed requests:** Complete this form and refer to the reverse side of this form for Notary Services fee details. Send this form and payment to:

UCI Registrar  
Attn: Notary  
215 Aldrich Hall  
Irvine, CA 92697-4975

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

### Fee Calculator (University Registrar will verify fee calculation and will make changes as necessary.)

Make check or money order payable to: **UC Regents** (credit/debit cards are not accepted).

<sup>†</sup> Fees for Notary Services: **\$17** attestation fee + **\$15** notarization fee = **\$32** per notarized document (fees for additional services not included)

|   |          |  |          |   |
|---|----------|--|----------|---|
| <b>Diploma Copy:</b> _____ ( QTY )<br><b>+ Transcripts:</b> + _____ ( QTY )<br><b>+ Verifications:</b> + _____ ( QTY )<br><hr/> <b>Total Order:</b> _____ <b>x \$32<sup>†</sup></b> = _____ | <b>+</b> | <b>Additional Services</b><br>Certified Mailing: _____ + \$10 = _____<br>FedEx Overnight: _____ + \$25 = _____<br>International FedEx: _____ + \$35 = _____<br>Subtotal: _____ = _____ | <b>=</b> | <b>Total Fees</b><br><br><br><br><br><br><br><br><br><br> |
|---|----------|--|----------|---|

## How Notarization works with Registrar Services

When you present your original diploma or have the Registrar's Office issue you an official transcript or verification, the University Registrar will produce and sign a letter attesting to the authenticity of your document. A notary will witness and verify the signing of the attestation by University Registrar staff.

An appointment is required when notarizing a document in person. You may schedule an appointment by contacting Heidi Weik at (949)-824-6121, or by sending an email to [hweik@uci.edu](mailto:hweik@uci.edu).

If requesting notarization by mail, be sure to include the required notarization fee(s) in addition to all fees associated with your transcript, verification, or diploma copy request.

Both the attestation signed by University Registrar staff and the acknowledgement from the notary will be attached to your document.

### What you will leave with upon Notarization

| Diplomas  | Transcripts  | Verifications  |
|---|--|--|
| Your original diploma brought by you to the Registrar's Office. | Your official transcript.                            | Attestation signed by the University Registrar.      |
| A photocopy of your diploma.                                    | Attestation signed by the University Registrar.      | Written and stamped acknowledgement from the notary. |
| Attestation signed by the University Registrar.                 | Written and stamped acknowledgement from the notary. |  |
| Written and stamped acknowledgement from the notary.            |  |  |

### Fees for Notary Services

| Item(s) to be Notarized   | Fee Breakdown                                 | Total Fees |
|---|---|------------|
| 1 photocopy of your UCI Diploma   | \$17 attestation fee<br>\$15 notarization fee | \$32       |
| 1 photocopy of your UCI undergraduate diploma and<br>1 photocopy of your UCI graduate diploma | \$17 attestation fee<br>\$15 notarization fee | \$32       |
| 1 photocopy each of two UCI diplomas from<br>two different schools (Double Majors)            | \$17 attestation fee<br>\$15 notarization fee | \$32       |
| 1 official transcript   | \$17 attestation fee<br>\$15 notarization fee | \$32       |
| 2 official transcripts  | \$34 attestation fee<br>\$30 notarization fee | \$64       |
| 1 verification letter   | \$17 attestation fee<br>\$15 notarization fee | \$32       |
| 2 verification letters  | \$34 attestation fee<br>\$30 notarization fee | \$64       |

The examples above do not include fees for additional services such as expedited shipping. A \$10 certified mailing fee is required for mailing diplomas to domestic addresses using non-expedited USPS mail. Diplomas can also be mailed via FedEx Overnight for \$25 for domestic delivery or \$35 for international delivery.