REQUEST *for* NOTARIZATION SERVICES

UC IRVINE • UNIVERSITY REGISTRAR

Use this form to request notarization services.

Registrar Use Only

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 staff.

If you want your notarization mailed to an address different from your current address, include a separate page with the address(es).

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: Send the completed form and payment to:

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

Fees: Notarizing your document requires a $15 notarization fee, per notarial act. The notarization fee is added to the standard fees, if applicable, for Registrar services. Expedited shipping services are available for $25, per unique address.

☐ Select and complete this section if you are authorizing a representative to retrieve this notarization.

By completing this section and with my signature below, I am authorizing the following individual to help me complete and retrieve this notarization request:

Name of Authorized Representative: _____

Student Signature (required) **Date**