MARYMOUNT UNIVERSITY

REQUEST FOR NOTARIZATION

Marymount University's Office of the Registrar will only notarize MU:

- **Diplomas:** Notary request for diplomas require a quality copy of your diploma be submitted for notarization. You must bring the original diploma with you for the Notary Public to make a copy to be notarized. If you need to request an additional copy of your diploma be printed for notarization, you must also complete the Replacement Diploma Request Form.

- **Official Transcripts:** An official transcript will require an original document be generated for notarization. Photocopies or previously requested transcripts are not accepted. If you need to request an official transcript, you will need to complete the Transcript Request Form.

- **Enrollment Verification:** An original official document is required to be generated for notarization. Photocopies or previously requested enrollment verifications are not accepted.

Complete this form when requesting the above documents for notarization. Depending on the notarized document, processing time varies. Students requesting a replacement diploma should allow 3-5 business days for printing of the diploma before the notarization process can begin. There is no RUSH service for notarization.

There is no charge for notary service.

Note: The Office of the Registrar will not notarize documents from other institutions or departments.

Personal Information:

Student ID: _____   Email: _____

Name:_____

Street Address:_____

City: _____   State: _____   Zip Code: _____   Phone:_____

Check the item(s) you would like notarized:

☐ Diploma

☐ Official Transcript

☐ Enrollment Verification

Reason for the requested notarization: _____

_____

_____

Delivery Method: ☐ Pick-up   ☐ Mail (to address above)

I certify that I am the above named person and the information I have provided is accurate.

_____   _____

 Student Signature   Date

Office of the Registrar   Phone: (703) 284-1520
2807 North Glebe Road   Fax: (703) 516-4505
Arlington, VA 22207   registrar@marymount.edu