



## **NOTARIZED TRANSCRIPTS AND/OR NOTARIZED DIPLOMAS**

Notarized Transcripts and/or Notarized Diplomas are often required by other countries to verify the authenticity of a US degree. The most common request is for an Apostille, which is issued by the State of Oregon – not Lewis & Clark College. However, the College can provide the necessary documentation to the student for the Apostille process.

We encourage you to review carefully what is required by your overseas institution or employer. You may also wish to review information on our website at: <https://college.lclark.edu/offices/registrar/apostille/>.

## **STEPS TO REQUEST A NOTARIZED DIPLOMA AND/OR NOTARIZED TRANSCRIPT**

1. Gather your documents. If you need a notarized copy of your original diploma, you will need to return the **original diploma** to our office. (We do not maintain copies of your diploma.) Your original will be returned to you once the notarized documents have been created.
2. Submit this completed form to the CAS Registrar's Office. If you are ordering a notarized copy of your diploma, be sure to include your original diploma. (If the original diploma has been lost, see instructions below for ordering a replacement diploma.)

*(If you attended the Graduate School or Law School, you should contact them directly. We can only notarize transcripts/diplomas for those who attended the College of Arts and Sciences.)*

3. Students may elect to pick up the documents, or have them mailed.
  - a. Please note that we return the notarized documents and original diploma (if applicable) to the student at either the street or mailing address listed on the form.
  - b. For domestic addresses, the items will be sent in one package via the US Postal Service, and we will provide the student with a tracking number.
  - c. If you wish to have the documents returned to an address outside the United States, you will be required to provide a pre-paid shipping label through eShipGlobal. Our office will provide specific instructions to you *after* reviewing your order.

Please note that our office **cannot** send the documents to the State of Oregon to complete the Apostille process. The State requires payment with that process and we cannot forward funds. The student must complete this process directly with the State, and/or any applicable overseas agency or organization. Information about the Apostille process can be found on our website at: <https://college.lclark.edu/offices/registrar/apostille/>.

4. There is a \$10.00 charge per order. An order includes up to 3 notarized transcripts and/or 3 notarized copies of the diploma.

## **REPLACEMENT DIPLOMAS**

Diplomas that have been damaged or lost may be replaced, however, there is a charge for this service. You can find the replacement request form at: <https://college.lclark.edu/live/files/10278-cas-diploma-replacement-request-form>.

Please note that if you make your request in person, you will need to provide photo-ID. If you do not make your request in person, the replacement request form will need to be completed, signed and notarized. We cannot accept a fax or scan of the notarized document. The notarized form must be physically mailed to our office.

The wait may be lengthy as replacements are created at the next scheduled printing of regular diplomas – typically January, May, and September.