

## Notarized Transcript Request Form

See instructions on second page



Name (Please print or type) \_\_\_\_\_  
first middle last (family name)

Former names used: \_\_\_\_\_

LC ID# or last 4 of SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Years of attendance: 1<sup>st</sup> year at LC \_\_\_\_\_ Last year at LC: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ cell ☐ home ☐ work Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**Order: there is a \$15 charge per order.** (An order consists of two notarized transcripts.)

### Notarized transcripts are sent by USPS with tracking.

*Please be advised that additional shipping charges may be incurred for documents sent outside the United States. See directions on page 2.*

**Send the transcripts to:** ☐ Street address above ☐ Mailing address above ☐ Pick-up (Photo ID required)

### Provide Payment.

Credit Card Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (3 digit security code from back of card) \_\_\_\_\_

Amount Authorized: \$15.00 (\$15 per order form)

**Signature below indicates agreement to release transcript and charge listed credit card.**

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note that form must be **physically signed**. Digital or typed signatures cannot be accepted.*

**Return form by mail or email. Please note that sending credit card information over email may not be secure.**

Email: [reg@lclark.edu](mailto:reg@lclark.edu)  
CAS Registrar's Office  
615 S Palatine Hill Rd, **MSC 108**  
Portland, OR 97219

## **NOTARIZED TRANSCRIPTS**

Notarized Transcripts 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. Submit this completed form to the CAS Registrar's Office.

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

2. Students may elect to pick up the documents, or have them mailed.
  - a. Please note that we send the notarized transcripts 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 sent to an address outside of 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/>.

3. There is a \$10.00 charge per order. An order includes two notarized copies of the transcript.