

**CASE WESTERN RESERVE UNIVERSITY**  
**Office of the University Registrar**  
*Request for Notarization of University Documents*

First Name:  Last Name:  EmplID:

Address:

Phone:  Email:

Please indicate the documents to be authenticated and quantity needed:

Document(s)	Quantity	Please also submit:	Document cost & processing time (does not include authentication)
<input type="checkbox"/> Transcript	<input type="text"/>	<a href="#">Transcript Request Form</a>	\$7.50 per transcript; 1-3 days
<input type="checkbox"/> Enrollment Verification Letter	<input type="text"/>		No charge; 1-3 days
<input type="checkbox"/> Degree Verification Letter	<input type="text"/>		No charge; 1-3 days
<input type="checkbox"/> Copy of Diploma	<input type="text"/>	A copy of your Diploma	N/A
<input type="checkbox"/> Replacement Diploma	<input type="text"/>	<a href="#">Replacement Diploma Certificate Form</a>	Varies by delivery type selected

Once documents have been notarized, they will be returned to you. Please provide the address where you would like your document(s) to be mailed:

Address:

Please indicate how you would like your document(s) sent to final destination:

- U.S. Mail       FedEx\*

\* The cost to send documents by FedEx is \$21.00 per address. If you would like the document(s) to be sent by FedEx, please provide your authorization and credit card information below.

Will this notarized document(s) be used for apostille authentication?     Yes     No

If yes, an acknowledgement certificate for each document type will be included and are required to be submitted when sending notarized documentation to the Ohio Secretary of State.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate method of payment:

Cash       Check\*       Visa       MasterCard       Discover

\*Please contact [registrar@case.edu](mailto:registrar@case.edu) for exact pricing before supplying a check.

Credit Card #:       CCV#:       Exp. Date:

Signature of Cardholder: \_\_\_\_\_      Print Name: \_\_\_\_\_

Billing Address:

(Your credit card information will be destroyed once the process is complete.)

Form submission:

1. Download this form to your computer.
2. Complete and save the form.
3. Go to the [University Registrar's submission page](#).
4. Drag and drop file into submission area - or - choose Select Files to locate PDF on your computer.
5. Click Submit.

For questions regarding this form, please contact the University Registrar's Office at [registrar@case.edu](mailto:registrar@case.edu) or 216-368-4310.