VT | UNIVERSITY REGISTRAR
VIRGINIA TECH.

REQUEST FOR
NOTARIZED DIPLOMA

NOTE FOR APOSTILLE: Notarization is the first step to acquire an Apostille from the Office of the Secretary of the Commonwealth of Virginia. Virginia Tech can only assist with the notarization step. The responsibility for submitting the Apostille request to the Secretary of the Commonwealth lies with the student or authorized third party facilitator.

STUDENT INFORMATION

Student Name: _____ Date: _____

Student ID (or SSN, if unknown): _____

Email: _____ Phone: _____

Student Signature: _____
Student signature must be handwritten before the notarization process can be completed.

REQUEST

Degree Level: ☐ Undergraduate ☐ Graduate

Diploma program name: _____

Number of copies to be notarized: _____

Additional diplomas needing notarization, if applicable:

Diploma program name and # of copies: _____

Diploma program name and # of copies: _____

Delivery Instructions:

☐ I will pick up my notarized documents in person on (date): _____
☐ I authorize a designated third party to pick up my documents for me.
Designated third parties must bring a valid photo ID for verification at time of pick up.

Third party name: _____ Date of pick-up: _____
☐ Mail my notarized documents to:

Name: _____

Address: _____

A physical diploma is required for the notarization process. If you need to request a replacement diploma, please complete a *Request for Replacement Diploma* form and submit payment. We will return your original or replacement diploma to you after the notarization process is completed.

Submit your request form and physical diploma(s) to:

Office of the University Registrar (MC 0134) • Student Services Building, Suite 250
800 Washington St., SW • Blacksburg, VA 24061
(540) 231-6252 • diploma@vt.edu

10/22/2024