

**NOTARIZATION REQUEST**  
**Virginia Tech Office of The University Registrar**

250 Student Services Bldg (0134) Blacksburg, VA 24061  
Email: registrar@vt.edu

Phone: (540) 231-6252  
Fax: (540) 231-5527

**Student Information:**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student I.D.#: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_

*Note: Student Signature must be **handwritten** and is necessary before notarization process can be completed.*

**Request:**

- I am requesting that \_\_\_\_\_ (#) copies of my Diploma be notarized.
- I am requesting that \_\_\_\_\_ (#) copies of my Letter of Certification be notarized.

**Delivery:**

- I will pick up the document(s) one (1) week (five business days) from today.
- Mail the notarized documents to:

Contact Name (ATTN): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_