

**CASE WESTERN RESERVE UNIVERSTIY**  
**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.

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.
2. Go to the [University Registrar's submission page](#).
3. Drag and drop file into submission area - or - choose Select Files to locate PDF on your computer.
4. 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.