

NOTARIZATION AND APOSTILLE PROCESS & POLICY

- Students or alumni requesting official transcripts or diplomas notarized by a notary public, typically due to working or studying abroad, licensure, or board requirements, should complete and submit this form to the Office of the Registrar.
- **Notarization:** Our office can notarize **only** documents issued by the Office of the Registrar (e.g., diplomas, transcripts).
 - There is no charge for notary service. Standard fees for duplicate/replacement diplomas or rush shipping through FedEx will apply.
- **Apostille:** The State of Maine issues the Apostille, but the University provides the necessary notarized copies of the diploma and/or official transcript for apostille purposes. Please refer to the State of Maine website for more [information](#).

STUDENT INFORMATION

First Name: _____ **Last Name:** _____ **Maiden Name:** _____

Date of Birth: _____ **PRN or SSN #:** _____ **Phone Number:** _____

Email Address: _____ **Approximate Dates of Attendance:** _____

SECTION I: DOCUMENT INFORMATION - Please select which item(s) you would like notarized:

- Official Transcript** – The Registrar’s Office will print an official transcript and have it notarized within 4-7 business days.
- Original Paper Diploma/Certificate** – Paper diplomas or certificates must be delivered or mailed to the Registrar’s Office for notarization. Upon receipt of the diploma/certificate, the document will be notarized within 4-7 business days.
- Duplicate or Replacement of Diploma/Certificate** – Request a duplicate or replacement diploma/certificate by submitting the Replacement Diploma Request, your payment, and the notarization form to the above address. Allow 4-6 weeks for us to receive the replacement or duplicate diploma and notarize the document.
- Electronic Diploma** – The Registrar’s office will issue an e-diploma and a copy will be notarized within 4-7 business days. We will not accept copies or pictures of the original diploma or certificate in place of the e-diploma.

SECTION II: DELIVERY METHOD – Please indicate which delivery method of notarized documents you prefer.

- Pick-up** in person at the Biddeford or Portland Campus.
 - Pick-up location: _____
 - Recipient: _____
 - If other, please indicate the name of the recipient: _____

**Recipient must provide photo identification upon pickup.*
- Mail** notarized documents via 1st Class USPS Mail to a designated recipient (at no additional cost):

Name of Recipient: _____ *Street:* _____

City: _____ *State:* _____ *Zip Code:* _____
- Mail** notarized documents via FedEx to a designated recipient. **Please note:** A pre-paid shipping label must be included.

Name of Recipient: _____ *Street:* _____

City: _____ *State:* _____ *Zip Code:* _____

SECTION II: STUDENT APPROVAL

Federal law (FERPA) requires the signature of the student to authorize a release of an academic record. By signing below, you are authorizing the University of New England to release the academic record to the above-mentioned address or designated recipient. Forms without signatures will not be accepted.

Student Signature: _____ **Date:** _____