

Request for Notarization:

Complete the form below and add as an attachment to your electronic transcript request or attach to the duplicate diploma request form. The Office of the Registrar will not notarize transcripts or diplomas that are brought into the office, or sent to us. Please request a new copy of your document for notarization.

Name: _____ UMSL Student Id: _____

Address: _____

Phone: _____ Email: _____

Check the item(s) you would like notarized:

- Diploma
- Transcript

Notarized documents will be available for pickup in the Registrar’s Office within two business days. The student will need to bring photo id to pick up requested documents.

Student Signature: _____ Date: _____

A “wet” or ink signature is required; an electronic signature will not be accepted because it cannot be authenticated by the university.

FAQs for Students: Notarization

What is notarization? A notarization is a verification that a document and the signature attached to it are authentic.

How do I know if I need something notarized? Documents from the Office of the Registrar are official documents; a notarization is an additional security measure. If a third party requires notarization, they will tell you.

What type of notarization does the Office of the Registrar perform? The Office of the Registrar will perform an acknowledgment. An acknowledgment is the most commonly requested type of notarization.

What is an apostille? An apostille is made by the Secretary of State, verifying the authenticity of a public official signature on a document to be used outside the United States of America. Before you can request an apostille from the Secretary of State, your document will need to be notarized. Please visit <https://s1.sos.mo.gov/business/notary/notary/certify> for more information. You will be responsible to obtain the apostille once the Office of the Registrar has notarized your document.

Office of the Registrar, 1 University Blvd, 269 MSC
St. Louis, MO 63121
314-516-5545
registration@umsl.edu