

## Notary Service Request

<b>Name:</b> _____	
<b>Date of Birth:</b> _____	<b>Student ID#:</b> _____
<b>E-mail:</b> _____	<b>Phone Number:</b> _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
<b>Signature:</b> _____	<b>Date:</b> _____

### What documents do you need notarized?

Payment for notarized documents can be made through the Cashier's office by phone, 303-615-0071. Payment is required before documents are to be notarized. We cannot process requests if you have a financial hold on your record. You can find out if you have a financial hold by contacting the Cashier's office.

Duplicate diploma (\$30 fee); I need \_\_\_\_\_ copies notarized. (Diploma request form must also be completed)

Official transcript (\$15 fee); I need \_\_\_\_\_ copies notarized.

### Where do your documents need to go?

If notarized documents are for Colorado's Secretary of State for an Apostille, you will need to send additional information, and payment directly to them. MSU Denver cannot mail these documents to Colorado's Secretary of State on your behalf. Go to their website (<https://www.sos.state.co.us/pubs/notary/apostilleHelp.html>) for more information.

Mail: \_\_\_\_\_  
Name

Pick up in-person

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

### Office Use Only

Identity confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_

Processor/Approver: \_\_\_\_\_

Date: \_\_\_\_\_