

Notary Service Request

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

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/apostille/general.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: _____