Notary Services Request Form

Only documents originally produced by the Office of the University Registrar can be notarized by our office. Please allow 1 – 2 business days for documents to be processed.

ACADEMIC TRANSCRIPT:

Complete this form and upload it as an attachment to your online transcript order through Parchment.

Note: Electronic documents cannot be notarized. Be sure to order Mailed transcripts.

DIPLOMA:

Either the original University of Pittsburgh diploma or a good quality photocopy can be

notarized. If you want your original diploma notarized, please mail it along with this form to:

Office of the University Registrar

University of Pittsburgh

139 University Place, G-3 Thackeray Hall

Pittsburgh, PA 15260

Note:

Photocopies of diplomas and this form must be attached to your Parchment order. If you do not need a transcript and are only requesting that your Diploma be notarized, you can order a mailed copy of your Enrollment Verification through Parchment and attach these documents.

**If you would like to order a new diploma, visit the Graduation/Diplomas page on our website at https://www.registrar.pitt.edu/students/graduationdiplomas.

(Please Print or Type)

Name: _____

Student ID: _____ OR Last 4 digits of SSN: _____

Mailing Address to Send the Documents: _____

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