Office of the University Registrar
107 Canfield Administration Bldg.
Lincoln, NE 68588-0416
402-472-2625

CERTIFICATION REQUEST FORM

For Diplomas, Transcripts, Enrollment, and Graduation Certifications

The Office of the University Registrar upon request, will process authentication requests only for University of Nebraska – Lincoln issued diplomas, transcripts, enrollment, and graduation certifications.

Cost for certification is: $3.00 for the first document, $1.00 for each additional copy of the same document. Please complete the form below and attach required items. Send this form to the address at the bottom of the form or present in person at 107 Canfield Administration Building South. If mailing, allow 1-2 business days for processing once received. Notarized documents will be sent to the address provided below, unless otherwise specified.

REQUIRED INFORMATION: *please print*

Last Name _____ First Name _____ Middle _____ Student NUID Number _____

Current Address _____ City _____ State _____ Zip _____ Phone Number _____

Email Address _____ Signature _____

Alternate address (*if applicable*): _____

PLEASE PROVIDE QUANTITY AND CHECK ALL OPTIONS THAT MAY APPLY:

Qty: Certification:

_____ ☐ I need to order official transcript (s) from your office to be notarized. I have enclosed a completed transcript request form.

_____ ☐ I need a copy of my diploma to be certified and notarized. I have enclosed a photocopy of my original diploma for your office to use.

_____ ☐ I need to order an Enrollment Certification for Notarization. The signature on this form authorizes release of information.

_____ ☐ I need to order a Degree Certification for Notarization. The signature on this form authorizes release of information.

☐ I am requesting Federal Express Priority delivery, please use my credit card information:

Name: _____ CC#: _____ Exp. Date: _____
As it appears on card

Apostille:

☐ I need an Apostille, therefore I have enclosed: 1) a letter of instruction to the NE Secretary of State, 2) a check or money order for NE Secretary of State's respective fees.

☐ I have enclosed a postage paid envelope for the NE Secretary of State. (optional)

Mail or drop off completed request with items at:

Office of the University Registrar
ATTN: Diploma/Transcript Certification
107 Canfield Administration Building
Lincoln, NE 68588-0416

Please allow 2-3 business day to complete and mail transaction.

FOR OFFICE USE ONLY:		Initials: _____
Date: _____	Holds: _____	Fees: _____