



CERTIFICATION REQUEST FORM

University of Nebraska - Lincoln | Office of the University Registrar | 107 Canfield Administration Building | Lincoln, NE 68588

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 copy and \$1.00 for each additional copy of the same document. We accept payment for these fees in the form of cash, check, or money order. 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 Name	Maiden Name (If applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number			
<input type="text"/>	<input type="text"/>		
Alternate Address (if applicable)	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number			
<input type="text"/>	<input type="text"/>		
Email Address	Student NUID or SSN		
<input type="text"/>	<input type="text"/>		
Additional Notes	<input type="text"/>		

PLEASE PROVIDE QUANTITY AND CHECK ALL OPTIONS THAT MAY APPLY

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- I need to order official transcript(s) from your office to be notarized. I have completed and enclosed a transcript request form.
 - I need a copy of my diploma to be certified and notarized. I have enclosed a photocopy of my 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 Verification 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Credit card information is for FedEx only. The Office of the University Registrar does not process credit cards.)

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 completed 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

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

SIGNATURE

Student Handwritten Signature

/ /
Date



PHONE: 402.472.2625 | FAX: 402.472.0736 | EMAIL: REGISTRAR@UNL.EDU

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.