



# CERTIFIED COPY REQUEST FORM

University of Nebraska-Lincoln | Office of the University Registrar | 102 Canfield Admin Bldg., P.O. Box 880416, 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 degree verifications.

Cost for certified copies are \$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. Allow 1-2 business days for processing once received. Certified copies 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	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate Address (if applicable)	City	State	Zip	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Date of Birth		Student NUID or SSN	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Additional Notes				
<input type="text"/>				

## PLEASE PROVIDE QUANTITY AND CHECK ALL OPTIONS THAT MAY APPLY

- Qty   I need to order a certified copy of my official transcripts for notarization.  
 I need to order a certified copy of my diploma for notarization.  
 I need to order a certified copy of my Enrollment Verification for notarization.  
 I need to order a certified copy of my Degree Verification for notarization.  
 I am requesting FedEx 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 COMPLETED REQUEST WITH ITEMS TO:

**Office of the University Registrar**  
 ATTN: Certified Copies Request  
 002 Canfield Admin Bldg  
 PO Box 880416  
 Lincoln, NE 68588-0416

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

## SIGNATURE

\_\_\_\_\_  
 Student Handwritten Signature

Date



PHONE: 402-472-2030 | FAX: 402-472-0736

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.