



NOTARIZATION & DOCUMENT AUTHENTICATION REQUEST FORM

Only an official academic transcript, verification, or diploma is eligible for notarization and authentication; photocopies or other reproductions are unacceptable. All requests must be completed directly by the student.

To Notarize an Official Transcript or Transcript and Degree Verification Letter

- Complete and attach this form to your National Student Clearinghouse (NSC) transcript order if you want to notarize your Official Transcript, or Official Transcript and Degree Verification letter.
- On the NSC transcript order, make sure to select the delivery method option "Electronic" only.
- Ensure your Bronco ID and Student Name match the Cal Poly Pomona student records.

To Notarize a Degree Verification Letter Only

- Complete this form, check the box for Enrollment/Degree Verification Letter below, and attach a copy of your government-issued photo ID.
- Mail, drop-off, or email this form along with a copy of the ID to the Registrar's Office.

Attn: Registrar's Office, Notarization & Authentication
Student Services Building (SSB121 East), Blue Counter
3108 West Temple Ave., Pomona, CA 91768
Email: diplomas@cpp.edu

To Notarize a Diploma, please visit the Registrar's Office [Notarization & Authentication of Documents webpage](#)

For questions, please contact the Registrar's Office at 909-869-3000 or email diplomas@cpp.edu. You may also visit the [Registrar's Office website](#) for more information.

Please Select the Document(s) You Wish to Notarize or Authenticate

- Transcript: Order Date: _____ QTY: _____
- Enrollment/Degree Verification Letter QTY: _____

Bronco ID: _____

Date: _____

Student Name: _____

Name on CPP records (Last, First, Middle)

Email Address: _____

Phone Number: _____

Briefly describe the purpose of the notarization and document authentication you are requesting

Purpose: _____

Please indicate the Delivery Method:

- Pick Up Mail Check this box for **Expedited Shipping (Expedited Mailing Label must be attached)**

Send Notarization and Authentication to:

Attention To: _____

Address: _____

Check this box and sign below for Authorization of a Representative Pickup of Notarization and Authentication

By completing this section and providing my signature below, I hereby authorize the following individual to assist with the completion and retrieval of my notarization and authentication request:

Authorized Representative Name _____

Relationship to the Applicant: _____

Contact Information (Phone/Email) _____

Authorized Signature (required): _____

Date: _____