

# Request for Notarization and/or Apostille of Documents

## Student Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ LR ID (if known): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Choose one option:

- ☐ **Notarization** -Notarized documents will be sent back to the requester or listed designee. Any further authentication will be the responsibility of the requestor, or their designee, to obtain. (\$5.00/document)
- ☐ **Apostille** - Apostilles are provided by the NC Secretary of State. Information can be found on their website: [https://www.sosnc.gov/divisions/authentications/apostille\\_certificates](https://www.sosnc.gov/divisions/authentications/apostille_certificates) (\$15.00/document - includes required notarization)

Choose the document(s) requested:

- ☐ **Transcript:** Quantity \_\_\_\_ (\$10.00/document)
- ☐ **Diploma:** Quantity \_\_\_\_ (\$65.00/document)

Provide shipping information. ***Domestic shipping ONLY*** (\$11.00/destination – shipped via USPS Priority Mail Flat Rate Envelope) Information for International Shipping is provided on the next page

Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please note that the apostille process can take several weeks/months to complete due to processing time with the NC secretary of State and USPS.

**Payment** - confirm the correct amount with the Registrar's Office PRIOR to making a payment.

- You can make payment by going to lr.edu and selecting the quick links at the top left of the page and then select "Parents & Families" then selecting the "Make a Payment" on the left-hand side of the page (see the screenshots below). In the "purpose of payment" box make sure you type "Registrar Document Authentication". Once the payment is posted to your account, the office will proceed with ordering your documents.

Student Signature: \_\_\_\_\_

Office Use Only: Amount Paid: \_\_\_\_\_

## International Shipping ONLY

Lenoir-Rhyne University is happy to send notarized documents to the NC Secretary of State on your behalf with a pre-paid shipping label and shipping envelope -- provided by you.

***It is your responsibility to provide the appropriate envelope and pre-paid shipping label per the NC Secretary of State's guidelines.***

Guidelines can be found on the NC Secretary of State's website:

[https://www.sosnc.gov/frequently\\_asked\\_questions/by\\_title/Authentications?Documents](https://www.sosnc.gov/frequently_asked_questions/by_title/Authentications?Documents)

**\*\*You must provide the shipping envelope and pre-paid shipping label to Lenoir-Rhyne University\*\***

Lenoir-Rhyne University cannot guarantee delivery or a delivery date since your documents will be shipped from the NC Secretary of State. **Keep record of your tracking number.**

You must provide the following before your request will be processed:

- Completed Request for Notarization or Apostille of Documents form (page 1)
- Pre-paid shipping label *and* shipping envelope
- NC Authentication Office Cover Letter (available on the NC Secretary of State's website)
- Payment to LR for all documents and requested processes
  - Please confirm the correct payment amount with the Registrar's Office PRIOR to making a payment
  - You can make payment by going to lr.edu and selecting the quick links at the top left of the page and then select "Parents & Families" then selecting the "Make a Payment" on the left-hand side of the page (see the screenshots below). In the "purpose of payment" box make sure you type "Registrar Document Authentication". Once the payment is posted to your account, the office can proceed with ordering your documents.

