

# Diploma/Transcript Notary Service Request

Email: [Registrar@MissouriState.edu](mailto:Registrar@MissouriState.edu)  
Phone (417) 836-5520, Fax (417) 836-6334  
901 S National Ave, Carrington Hall 320  
Springfield, MO 65897

Form revised 8/3/2021

Name: \_\_\_\_\_ BearPass #: M \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_  
Street or PO Box City, State Zip

Email Address: \_\_\_\_\_ Phone number-include area code: \_\_\_\_\_

### Indicate documents to be notarized:

**Transcript** Enter number of copies to be notarized \_\_\_\_\_

**Diploma** Enter number of copies to be notarized \_\_\_\_\_

### List any former names on academic record:

\_\_\_\_\_

### Enter any additional comments or special instructions:

### Notarized Document Delivery Instructions:

Pick up in person by:

Yourself

Specify other person (must present photo ID at time of pick up) \_\_\_\_\_

Return all documents to the address listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office use only: \_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date