

This form is used to initiate an apostille or notarization request for a University of Florida document. Information on the Apostille process can be found on the [Florida Department of State's website](#).

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UFID	Name	Email Address
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Mailing Address

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City	State	Zip Code	Country (non US)
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I am requesting:  Notarization  Apostille of The Hague

For my University of Florida:  Diploma  Transcript \*  Certificate

\* Note: transcripts cannot be notarized once they have already left the office. You must place your transcript order online via [One.UF](#) and select the 'Apostille/Other' option in the transcript ordering system so it is sent to the right area for processing.

If requesting multiple documents, specify the number of each document type on the line below. (i.e. 1 transcript and 1 diploma)

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For Apostille requests only

Specify the country your documents will be used in: \_\_\_\_\_

**This request should be accompanied by one or more of the below items. \*\* denotes required items.**

Enclosed, you will find (check all that apply):

- Original or photocopy of my University of Florida credential
- A Reorder request for my University of Florida credential (*this will increase processing time for your request*)
- A check or money order in the appropriate amount for the Florida Department of State (Visit the [State's website](#) to confirm the current per-document fee) \*\*
- A prepaid and pre-addressed return mailer to be used by the Department of State to return my documents to me \*\*

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Additional Notes

All requests: By signing below, I certify that I am the above named student and authorize the University of Florida to process my request.

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Handwritten Signature	Date
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Office of the University Registrar, PO Box 114000, Gainesville, FL 32611-4000