

An Apostille is an internationally recognized process to authenticate legal documents that was adopted by the Hague Convention in 1961. Some countries may request that a legal document, such as a transcript or diploma, have an Apostille Seal. The **University of North Florida is not authorized to grant an Apostille Seal.** This authentication may be obtained only through the Florida Department of State. By submitting this form, UNF students or alumni requiring an Apostille Seal for their transcripts and/or diploma may request notarized versions of their documents which the student can then send to the Florida Department of State's office for Apostille Seal. Information on the next step in the process can be found at the Florida Department of State Office website: <http://notaries.dos.state.fl.us/notproc7.html>.

**Photo ID and payment must be provided along with this form.**

## I. Student Information:

PLEASE PRINT LEGIBLY

Name\*: \_\_\_\_\_ UNF ID#: N \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # \_\_\_\_\_

**\*IMPORTANT NOTE:** If the name you provided above is different than your current legal name in the UNF system, you must officially change your name at UNF before this request can be processed. To do this, submit a **Personal Information Update form along with documentation of your legal name to Records and Registration.** The form can be found here: <https://www.unf.edu/records/forms.html>. Acceptable documentation can include: driver's license, passport, birth certificate, state ID, and/or a court order approving a name change.

## II. Request: (check all that apply)

I would like to order \_\_\_\_\_ notarized copies of my transcripts (\$10.00 per copy; check or money order only)

I would like to order \_\_\_\_\_ notarized copies of my diploma (\$10.00 per copy; check or money order only)

Bachelor's Diploma     Graduate Diploma     Doctoral Diploma     All Diplomas

Please process this request:

After the \_\_\_\_\_ semester grades have posted

After degrees have posted for the \_\_\_\_\_ semester

Ready for processing now

## III. Delivery Method: (choose only one option)

I will pick up my documents (Please remember to bring a photo ID. Documents will not be released without photo ID).

Please mail my documents to my home address: \_\_\_\_\_  
\_\_\_\_\_

I am sending the individual named below to pick up my documents:

*In accordance with the Family Educational Rights and Privacy Act of 1974, student's academic records are classified as confidential and may not be released to anyone other than the student without the student's express written authorization and permission.*

I give \_\_\_\_\_ permission to pick up my notarized documents.

*Name of Authorized Person (this person must present a valid photo ID).*

## IV. Student Signature:

By signing below, I am authorizing University of North Florida to notarize and release the documents requested. I understand that UNF will not process this request if I have any outstanding holds which would prevent the release of academic records. I also understand that this request can take 10 to 15 business days for UNF to process (*additional time may be required for mailing*).

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

Submit this signed request form with payment to One-Stop Student Services in person: Hicks Hall (bldg. 53) Suite 1700  
OR mail the signed request form with payment to UNF, Attention Registrar's Office, 1 UNF Drive, Jacksonville, FL 32224

### OFFICE OF RECORDS & REGISTRATION USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Check/Money Order # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Holds \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Parchment DID: \_\_\_\_\_