

Notarization and Certification of Degrees

Many students need **Notarization** and **Certification** of Degrees. Below are some guidelines.

1. Take your degree to 210 Bricker Hall to the Board of Trustees Office to get it notarized. It costs \$2.00 per diploma. Bring a picture I.D.

2. Then take to: **Clerk of Courts Office**
Civil Division
369 South High Street
Tel. 462-3621/462-3622

It costs \$2.00 per document. Bring **EVERYTHING**: Originals and Notarized Copies, for Notary Public verification.

3. Then take to **Elections Department**
Secretary of State
15th Floor
180 East Broad Street
Columbus, Ohio 43215
Tel. 466-2585

It costs \$5.00 for each document called an **Apostille** (Authentication of a Document for use in another country)

*****Contact consulate of country to verify what kind of authentication is necessary.**

*****To locate particular embassies or consulates log on to:**

<http://usembassy.state.gov/>

Verification of U.S. Collegiate Academic Credentials

Alternate Procedure

1. Registrar at the college or university certifies that the document is a true copy of the original diploma or transcript;
2. Registrar's signature is notarized by a Notary Public;
3. If the Notary Public is "Local Only", use **both** steps **a** and **b**; if the Notary Public is "at large" for the state, use only **b**:
 - a. Signature by Clerk of Court in the County where the Notary Public is commissioned, certifying that the Notary's term has not expired;
 - b. Signature and seal by the Secretary of State in the State where the Notary is located, certifying to the Notary Public's current status. *
4. Forward all documents to the U.S. Department of State.**
5. See attached sheet or website for the U.S. Department of State for any other questions.

<http://www.state.gov/m/a/auth/>

* A \$5.00 fee required for each document copy certified. **DO NOT SEND CASH.**
Enclose certified check or money order payable to the "Ohio Secretary of State."
Send to:

**Secretary of State
Certification Desk
180 East Broad Street
15th floor
Columbus, Ohio 43215
Tel. (614) 466-2585**

** A \$6.00 fee required for each document copy certified. **DO NOT SEND CASH.**
Enclose certified check or money order payable to the "U.S. Department of State."
Send to:

**Authentications Office (FMSS/GS/AUTH)
518 23rd Street, N.W.
State Annex 1
Washington, DC 20520
Tel. 1-800-688-3636**