

APOSTILLE REQUEST

The Office of the Registrar, Bloomington, will process requests for an apostille and/or certificate of authority upon request. After completing this form and providing a signature where required, send this form along with all the checklist items and documents to be notarized to the address at the bottom of this form.

An apostille and/or certificate of authority will not be issued to students who have outstanding financial obligations with the Office of the Bursar (812) 855-2636, Dean of Students/Greek Housing (812) 855-8187, or Student Loan Administration (812) 855-4511. If you are not a current student and do not have access to view your holds, please contact the Office of the Registrar at (812) 855-0121 to have a Service Representative verify that you do not have holds which would prohibit an apostille or certificate of authority from being issued.

STUDENT/REQUESTOR INFORMATION

Student name

Student signature

Address

Telephone number

10-digit University ID or last 4 digits of social security number

Email address

If requesting an Apostille, please complete the following checklist:

- I have enclosed an original transcript(s), which I previously requested, for your office to notarize.
- I need to order my official transcript(s) from your office to be notarized. I have enclosed a transcript request form/payment that I downloaded from the Office of the Registrar web site at <http://registrar.indiana.edu>.
- I have enclosed an original diploma(s) for your office to notarize.
- I have enclosed a photocopy of my original diploma for your office to notarize.
- I have enclosed a postage paid envelope(s) required by the Secretary of State. The envelope(s) includes the address which the State needs to mail these documents once they have attached the apostille to the notarized documents.

If requesting a Certificate of Authority, please complete the following checklist:

- I have enclosed \$1.00 cash for each document that needs a certificate of authority attached by the Monroe County Clerk's Office.

Note: A certificate of authority always requires an apostille so both sections above must be completed.

Mail the completed request form, checklist items, and documents to be notarized to:

Office of the Registrar
ATTN: Apostille Processing Department
Franklin Hall, Room 100
601 E. Kirkwood Avenue
Bloomington, IN 47405-1223