

If you are asked to provide a notarized copy of your diploma, official transcript, or enrollment verification please follow the procedure below. Please note, this process is not required to make your documents official. You should only follow these steps if a third party is asking for these specific documents. If your document requires an Apostille Seal please follow the instructions on the Secretary of State website ([linked here](#))

1. The student (or 3rd party designee) will provide their document to be notarized
 - a. If you need to order/request the document from UNLV you can use the following
 - i. Official Transcript Request
 1. Go to: <https://apps.ess.unlv.edu/transcriptrequest/>
 2. Log in using NSHE, L Number, or SSN and leave the Password/PIN blank
 3. Request a transcript sent to yourself or your 3rd party designee (there is a step by step guide on adding FERPA releases on our website at unlv.edu/registrar/guides)
 4. There is a \$10.55 fee and can take 1-2 business days for processing plus mailing time
 - ii. Duplicate Diploma Request
 1. <https://www.michaelsutter.com/unlv>
 2. Request a transcript sent to yourself or your 3rd party designee (there is a step by step guide on adding FERPA releases on our website at unlv.edu/registrar/guides)
 3. There is a \$20 fee and can take 10-15 days to arrive in the mail
 - iii. Enrollment Verification
 1. Email registrar@unlv.edu to request an enrollment verification
 2. This document costs \$5 and can take 2-3 business days to process
 - a. Once you receive the document to be notarized you will make arrangements with a Notary
 - a. The Office of the Registrar does not have a notary onsite
 - b. The third party requesting the notarized documents may have specifications or requirements for the notary (in person versus online/electronic etc). You will want to determine any specific requirements or conditions prior to making your arrangements
 - c. The Notary may request additional documentation from you in order to facilitate your request
3. The Notary will prepare the items for signature and make an appointment with the Office of the Registrar
 - a. You (and/or the notary) can send an electronic copy of the document(s) to be notarized to expedite the request
 - i. This will just prevent the notary and 3rd party designee (if present) from having to wait while the Registrar Staff verifies the document(s).
 - b. The Registrar Staff will verify the document is authentic and signs the document(s) prepared by the notary