



NOTARIZATION & DOCUMENT AUTHENTICATION REQUEST FORM

INSTRUCTIONS:

- Complete and mail or drop off this form with the document to the Registrar's Office:
 - Registrar's Office, Student Services Building (SSB) 121, Blue Counter
California State Polytechnic University, Pomona
3801 West Temple Ave., Pomona, CA 91768
- To notarize an **official transcript**, order the transcript through the [National Student Clearinghouse](https://www.cpp.edu/nsc/) (NSC) and include the transaction ID on this form: <https://www.cpp.edu/registrar/transcripts/index.shtml>
- To notarize a **degree/enrollment verification letter**, complete this form, mail or drop off at the Bronco Advising Center (BAC) located inside the SSB121 Blue Counter. BAC will generate the letter and send to the Registrar's Office to process.
- For questions, please contact the Registrar's Office at 909-869-3000 or email to diplomas@cpp.edu. You may also visit the Registrar's Office website for more information: <https://www.cpp.edu/registrar/student-record/notarization-authentication.shtml>

Bronco ID: _____ Date: _____

Student Name: _____
Last Name First Name M.I.

Email Address: _____

Phone Number: _____

Authorized Signature: _____

Please Select the Document(s) You Wish to Notarize or Authenticate

Transcript: transaction ID from NSC: _____ Order Date: _____

Degree Verification Letter Other, specify: _____

Briefly describe the purpose of the notarization or document authentication you are requesting

Notarization Document Authentication

Purpose:

Return Address:

Attention To: _____

Address: _____