



## 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 121)  
California State Polytechnic University, Pomona  
3801 West Temple Ave., Pomona, CA 91768
- For questions and concerns, email to registrar@cpp.edu or contact 909-869-3000. 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 Have Notarized or Authenticated

Diploma  Transcript  Degree Verification Letter  Other, specify: \_\_\_\_\_

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

<input type="checkbox"/> Notarization	<input type="checkbox"/> Document Authentication
<b>Purpose:</b>	

### Return Address:

**Attention To:** \_\_\_\_\_

**Address:** \_\_\_\_\_