

Mills College – Academic Records
Notary Services Request

MILLS

Important Information

- Use this form to request notarized copies of official Mills College credentials.
- The Office of the Registrar will coordinate notarization services when a campus Notary is available. If a campus Notary is not available, the requestor is responsible for making arrangements for a Notary to meet with the registrar to certify documents.
- The California Secretary of State office provides Apostille or Certification. DO NOT send money to the Office of the Registrar for this service. Please see instructions at www.sos.ca.gov.
- All official documents (transcripts, diplomas, etc.) are issued directly from the Office of the Registrar to the Notary. Copies of documents or documents previously issued to students are not considered official and cannot be notarized.
- Notarized documents will be sent using Federal Express only. For in-person pick up, you will be asked to present a picture ID.
- Payment must accompany this request. Requests are processed when payment in full is received.
- Plan for a minimum of two weeks upon receipt to process requests, if paid in full. There is no option for rush service.
- Submit this form, with a check or money order made payable to Mills College, in-person to the M Center or mail to Office of the Registrar, Mills College, 5000 Macarthur Blvd, Oakland, CA 94613.

SECTION I: General Information

Name: _____ Mills ID: _____
First Last M

Date of Birth: _____ Phone: _____ Email: _____

Specify Degree: _____ Major: _____ Years in Attendance: _____

SECTION II: Service Options

Service Options (subject to change):

Delivery Method Options

- | | | | |
|---|------|--|------|
| <input type="checkbox"/> Transcript* & Notary | \$25 | <input type="checkbox"/> Mail (Federal Express only) | \$35 |
| <input type="checkbox"/> Diploma & Notary | \$45 | <input type="checkbox"/> Pickup (photo ID required) | \$0 |
| <input type="checkbox"/> Transcript*, Diploma & Notary | \$70 | | |
| <input type="checkbox"/> Additional documents (\$15 per document, per signature): _____ | | | |

*Transcripts are \$10 per copy for additional copies and notarization is \$15 per additional document and signature.

Send notarized documents to: _____

SECTION III: Signature and Acknowledgement

If you wish to have someone pick up documents on your behalf, attach a letter identifying that person by name. The person will be asked to present a photo ID.

Signature: _____ Date: _____

<p>Office Use Only:</p> <p>Fulfilled by: _____ Mailed date: _____ Payment Received \$ _____</p> <p><input type="checkbox"/> Fed Ex Tracking attached Notes: _____</p>
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