



**APOSTILLE REQUEST–DIPLOMA**

The Bloomington Office of the Registrar will process apostille requests for Indiana University Bloomington diplomas 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 will not be issued if you have a hold on your record from the Dean of Students. If you are not a current student and do not have access to view your holds, please contact Student Central 812-855-6500 to have a Service Representative verify that you do not have holds which would prohibit a diploma apostille from being issued.

Please note: Your physical, hand-written signature is required before your diploma can be issued. Print this completed form, sign it, and submit it by mail to our office before we can begin processing your request. We are unable to accept electronic signatures (ex. DocuSign) at this time. Please note that your diploma request cannot be processed until your written signature has been received.

**STUDENT/REQUESTOR INFORMATION:**

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
10-digit University ID or last 4 digits of Social Security #

\_\_\_\_\_  
Email address

**PLEASE CHECK ALL THAT APPLY:**

- I have enclosed an original diploma(s), for your office to notarize.
- I need to order a duplicate diploma(s) from your office to be notarized. I have placed the order online.
- I have enclosed a photocopy of my original diploma(s) 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.
- I am requesting that the Secretary of State use FedEx delivery and have provided a prepaid shipping label.
- I have indicated the country requesting the apostille. Country Name: \_\_\_\_\_

**MAIL THE COMPLETED REQUEST FORM, CHECKLIST ITEMS, AND DOCUMENTS TO BE NOTARIZED TO:**

ATTN: Diploma Apostille Processing  
408 N Union Street  
Bloomington, IN 47405-3800