Office of the Registrar

Notarization Form

Please review the following statements:

• Please have this form notarized by a licensed notary public and submit it to Pace University’s Office of the Registrar.
• The personal information submitted on this form must be identical to the information submitted on the corresponding online form. This includes, but is not limited to: full legal name, date of birth, social security number, and address.
• Submitting this form alone does not constitute a request for services. It also does not guarantee acceptance of the online form, which will be reviewed by Pace University’s Office of the Registrar prior to processing.
• Questions and/or comments may be directed to the Office of the Registrar through the university’s online Help Desk on the Registrar Contact Us page.

Check or select the corresponding online request this form will be uploaded to:

☐ General Change Form (Change of Gender, Legal Name, Martial Status, and/or Social Security)
☐ Replacement or Electric Diploma Application
☐ Other

Signing and submitting this form acknowledges you have read the above notes and agree to those policies and stipulations.

Requestor’s Signature: _______________________________ Date: ______________

Notary:

Subscribed and sworn to before me on this ______ day of ________________, ______________.