

## 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 [Help Desk by opening a support ticket](#).

**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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Stamp