

Apostille Process

Please allow 5-8 weeks for processing

When an Apostille is required for a Diploma/Transcript, the Apostille/Notary form below must be completed. This is a multi-step process that involves three offices, two of which are not affiliated with Western Kentucky University. The student is responsible for working with each office to complete the process.

Step 1. Western Kentucky University will notarize the requested document(s). The document(s) will then be released to the requesting student or designee as indicated on the form or mailed to the student at the address listed on the request form. A picture ID is required to pick up the document(s).

Step 2. Warren County Clerk's Office The student is then responsible for taking or mailing the notarized document(s) to the Warren County Clerk's Office for authentication. The Warren County Clerk's Office charges a **fee** to authenticate. Please contact the clerk's office for further information.

Warren County Clerk's Office
PO Box 478
Bowling Green, KY 42102-0478
Phone: 270-842-9416

Warren County Clerk's Office
429 E 10th St
Bowling Green, KY 42101

Step 3. Kentucky Secretary of State After the Warren County Clerk's Office completes the authentication process, the notarized document(s), the state's completed request form and the **fee** will then go to the Kentucky Secretary of State for authentication. The state's request form for Apostille Authentication can be found at: <https://www.sos.ky.gov/admin/Documents/ApostilleAuthentication.PDF>.

Mailing Address:
Office of the Secretary of State
Authentications and Apostilles
PO Box 718
Frankfort, KY 40602-0718

Walk-In Address: (also use for expedited mail)
Office of the Secretary of State
State Capitol
700 Capital Avenue, Ste 158
Frankfort KY 40601

Phone: 502-564-3490

Apostille/Notary
Diploma and/or Transcript Request

Office of the Registrar
Western Kentucky University
1906 College Heights Blvd. #11017
Bowling Green, KY 42101-1017
FAX: 270-745-4830

Student Name _____ WKU ID _____ Date of Birth _____
Last First Middle

Address _____
Street City State Zip Code

Former Last Name(s) _____

Daytime Phone _____ Cell Phone _____ Email _____

Place an X in the box below for the documents needed:

<input type="checkbox"/> Duplicate Diploma(s) - \$15.00 fee per copy	<input type="checkbox"/> Official Transcript(s) - \$10.00 fee per copy
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Diploma Name</div> <div>PLEASE NOTE: Name must be on record with WKU</div> <div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div style="width: 30%; border-bottom: 1px solid black;">Degree Earned</div><div style="width: 30%; border-bottom: 1px solid black;">Date of Graduation</div><div style="width: 30%; border-bottom: 1px solid black;">Quantity Ordered</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 30%; border-bottom: 1px solid black;">Degree Earned</div><div style="width: 30%; border-bottom: 1px solid black;">Date of Graduation</div><div style="width: 30%; border-bottom: 1px solid black;">Quantity Ordered</div></div><div style="text-align: right; margin-top: 10px;">Total Due _____</div></div>	<div style="margin-top: 10px;">Did you attend WKU prior to Fall 1990? <div style="display: flex; justify-content: flex-end; gap: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div></div> <div style="margin-top: 10px;">Dates of Attendance at WKU _____</div> <div style="margin-top: 10px;">Total Number of Transcripts _____</div> <div style="text-align: right; margin-top: 10px;">Total Due _____</div>

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student. Diplomas and official transcripts will not be released until all obligations to the University have been satisfied.

If you wish to have the documents mailed to you, we will mail them to the above address. If you are not able to pick up your documents, please check the box below, provide the name and phone number of the person who will be picking up the documents, sign, and date. A photo ID will be required to obtain the documents.

☐ I give permission to _____ to pick up my documents for this Apostille Process.

Student Signature _____ Date _____ Phone Number _____

Form will not be processed without student signature

TO PAY BY CREDIT CARD, COMPLETE THE FOLLOWING:

Credit Card #: _____

Expiration Date: _____

FOR OFFICE USE ONLY:

Amount Paid: _____

Holds Checked: _____