Apostille Process

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

**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: [www.sos.ky.gov/adminservices/apostilles/default.htm](http://www.sos.ky.gov/adminservices/apostilles/default.htm).

Mailing Address:
Office of the Secretary of State
Authentications and Apostilles
PO Box 718
Frankfort, KY 40602-0718
Phone: 502-564-3490

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>WKU ID</th>
<th>Date of Birth</th>
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<tbody>
<tr>
<td>Last First Middle</td>
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Address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Former Last Name(s)

Daytime Phone | Cell Phone | Email

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

- [ ] Duplicate Diploma(s) - $15.00 fee per copy
- [ ] Official Transcript(s) - $7.00 fee per copy

### Diploma Name

PLEASE NOTE: Name must be on record with WKU

<table>
<thead>
<tr>
<th>Degree Earned</th>
<th>Date of Graduation</th>
<th>Quantity Ordered</th>
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<td>Degree Earned</td>
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</tbody>
</table>

Total Due

Questions regarding the diploma may be directed to (270) 745-544 or to leslie.vanderpool@wku.edu

### Official Transcript(s)

Did you attend WKU prior to Fall 1990?

- [ ] Yes  
- [ ] No

Dates of Attendance at WKU

Total Number of Transcripts

Total Due

Questions regarding the transcript may be directed to (270) 745-6967 or to gayanne.gutherz@wku.edu

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 picture 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:

<table>
<thead>
<tr>
<th>Credit Card #:</th>
<th>Expiration Date:</th>
<th>Card Type:</th>
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<tbody>
<tr>
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<td></td>
<td>AM</td>
</tr>
</tbody>
</table>

Card Type:  

- [ ] American Express  
- [ ] Discover  
- [ ] Master Card  
- [ ] Visa

Amount Paid: _______________________________

Holds Checked: ____________________________

Received By: _______________________________

FOR OFFICE USE ONLY:

Revised: July 14, 2016