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

**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  
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

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:

☐ Duplicate Diploma(s) - $15.00 fee per copy

Diploma Name ________________________________

PLEASE NOTE: Name must be on record with WKU

Degree Earned       Date of Graduation       Quantity Ordered

Degree Earned       Date of Graduation       Quantity Ordered

Total Due _____________

☐ Official Transcript(s) - $10.00 fee per copy

Did you attend WKU prior to Fall 1990?
☐ Yes       ☐ No

Dates of Attendance at WKU _____________

Total Number of Transcripts _____________

Total Due _____________

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: