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

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:  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

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 __________________________

Questions regarding the diploma may be directed to (270) 745-5411 or to leslie.vanderpool@wku.edu

[ ] 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 ____________

Questions regarding the transcript may be directed to (270) 745-6967

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:

Credit Card #: ____________________________

Expiration Date: __________________________

Card Type: [ ] American Express  [ ] Discover

[ ] Master Card  [ ] Visa

FOR OFFICE USE ONLY:

Amount Paid: ____________________________

Holds Checked: __________________________

Received By: ____________________________

Revised: July 14, 2016