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 | | Date of | Date of Birth | |
|---|---------------------------|--|----------------------|--|
| Last First | Middle | | | |
| Address | | | | |
| Street | City | State | Zip Code | |
| Former Last Name(s) | | | | |
| Daytime Phone Cell P | hone | Email | | |
| Place an X in the box below for the documents needed: | | | | |
| Duplicate Diploma(s) - \$15.00 fee per | copy Offic | cial Transcript(s) - \$10.0 | 00 fee per copy | |
| | | | | |
| Diploma Name | Did you atte | Did you attend WKU prior to Fall 1990? | | |
| PLEASE NOTE: Name must be on record with WKU | | ☐ Yes | □ No | |
| Degree Earned Date of Graduation Quantity | Ordered Dates of Att | endance at WKU | | |
| | | | | |
| Degree Earned Date of Graduation Quantity | Ordered Total Numb | er of Transcripts | | |
| Total Due | | 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 pic | ck up my documents for thi | s Apostille Process. | |
| Student Signature Form will not be processed v | without student signature | Date Ph | none Number | |
| | | | | |
| TO PAY BY CREDIT CARD, COMPLETE THE FOLL | OWING: FOR OF | FFICE USE ONLY: | | |
| | | | | |
| Credit Card #: | Amour | nt Paid: | | |
| Expiration Date: | Holds (| Checked: | | |