

The Office of the Registrar provides notary service for official university business.

By written request, the Registrar will certify authentication of an official Texas Tech transcript, original or photo copy of a Texas Tech University diploma. Documents, forms or photocopies requiring authentication (notary public) should be sent with a cover letter and signature requesting authentication. Documents received will be returned to the student. Send your requests to the attention of **Kat Livingston**, West Hall, Room 112.

If Apostille is required, the Texas Secretary of State is involved. It is the student's responsibility to prepare and send the required documents to the Texas Secretary of State. The Secretary of State will complete the Apostille/Authentication of document process. More information regarding the Texas Secretary of State requirements can be located on their website at <http://www.sos.state.tx.us/statdoc/index.shtml>

Please note: The Office of the Registrar does not use express mail services. The documents will be returned by regular mail. Be sure to send documents in advance to meet any upcoming deadlines.