

DIPLOMA AUTHENTICATION REQUEST FORM

Office of Registration and Records, Northern Illinois University
Williston Hall Rm 220, DeKalb, IL 60115
Phone: 815-753-0681 Email: regrec@niu.edu

This form is required for the Office of Registration and Records to complete the authentication process for **Diplomas** and is not intended for simply ordering diplomas. Please allow 1-2 days processing time for this authentication to be completed. For authenticated transcript(s), please complete a separate Transcript Authentication Request Form. [Order your duplicate diploma and authentication service online](#). You must indicate that you are ordering your diploma for authentication and it will be sent to NIU for processing. Duplicate diplomas are \$20 each and authentication service is \$10 per document, payable through the online diploma service portal. This form must be emailed to regrec@niu.edu as well.

Legal Name and Contact Information:

Name: _____ Last name: _____
Include (Former Last Name) if applicable

Student ID# _____ or last 4 of SSN: _____ DOB: Month _____ Day _____

Email: _____ Phone #: _____ GRAD Yr. _____ GRAD Sem _____

Document Information: Indicate where authenticated diploma is to be mailed

Document Mailing Address: _____

Or full name of person authorized/designated to pick up these documents _____

NOTE – Proper identification will be required from student or authorized designee to obtain these documents if picking them up in person. There are no exceptions in this matter.

This NIU document is being authenticated for the following country: _____

AUTHENTICATED DIPLOMA SERVICE

- I hereby request _____ authenticated diplomas and authorize the release of my diploma with my signature below.
- I hereby request and designate that my authenticated diploma(s) be mailed directly to the Illinois Secretary of State for apostille processing. **I am including or have mailed to NIU** 1) a separate completed [Illinois Application for Authentication](#) for each document for apostille processing; 2) a cashier's check or money order payable to the Illinois Secretary of State for \$2 per document for apostille authentication; and 3) a self-addressed, prepaid envelope or mailing label for the Secretary of State's office to use to send the apostille authenticated diploma(s) to me. **NOTE:** Incomplete packets will not be processed. You assume responsibility for having correctly self-addressed envelopes/ mailing labels and prepaying correct amount of postage.

Documents are mailed from Northern Illinois University using U.S. Postal Service First Class Mail.

Please sign below to acknowledge that you authorize Northern Illinois University to release your academic documents, provide authentication service, and mail or deliver the documents to the address you provided above or to your designee, as indicated above.

Student Signature _____ Date _____

EMAIL COMPLETED AND SIGNED FORM TO REGREC@NIU.EDU