

## International Authentication Request

The College Record's Office prepares a notarized an affidavit to attest to the validity of the academic document, which may be a diploma (copy of an original awarded to the student), an official transcript (generated in the College Records Office), or an official verification. The notarized affidavit with the academic documents attached is then returned to the student to obtain the required authentication from the Secretary of the Commonwealth. Authentication of documents may require up to five business days to process by the College Records Office. Forms may be dropped off and picked up at the Office of International Student Services.

**Please note that this form will not be processed if there are any financial holds on your record.**

(Please print the following information)

Student name: \_\_\_\_\_  
Last name First name Middle initial  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Student ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

**Circle Authentication\* Requested:**

Verification Transcript Diploma

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Mail to the address listed above \_\_\_\_\_ Mail to the address listed below

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Hold for pick up by: \_\_\_\_\_  
\_\_\_\_\_

Students must include a legible copy of their current photo ID for mailed requests.

***Fraudulent use of an academic record is a violation of Commonwealth and Federal Statutes 20220929***

### AUTHENTICATION REQUEST

Date (Fecha): \_\_\_\_\_  
Name (Nombre): \_\_\_\_\_  
Address (Dirección): \_\_\_\_\_  
City/State/Zip (Ciudad/Estado/Código Postal): \_\_\_\_\_  
Phone (Nº de Teléfono): \_\_\_\_\_  
Destination Country or Embassy: \_\_\_\_\_  
(País o Embajada done se van a presentar el document)  
Number of Documents (Número de documentos): \_\_\_\_\_

The fee for authenticating documents is \$10.00 per document, if the testament bears the same name and on the same date the charge will be \$5.00 for each proceeding document. We accept payment in the form of cash, check or money order.

**REMINDER:** When mailing a request, please include a self-addressed prepaid envelope. Please make sure that all marriage, birth, death, divorce certificates and single status statements have been issued from the Department of Vital Records in the **past 12 months**. They may be reached at 804-622-6200. Marriage Certificates may be also be issued by the corresponding Circuit Court as exemplified copies or certified with triple seals. All other documents must be properly notarized by a Virginia notary and be **less than one year old**.

El costo para autenticar cada document es **\$10.00 por documento, si el juramento lleva la firma del mismo funcionario y la misma fecha, el costo es \$5.00 por cada documento consecutivo**. Como forma de pago aceptamos efectivo, cheque, money order.

**ATENCIÓN:** Cuando envíe documentos por correo porfavor asegúrese de que incluya un sovra con su dirección y con estampilla. Si su documento es un certificado de nacimiento, matrimonio, divorcio, difunción o solo un informe de estado civil, tiene haber sido expedido en los **ultimos doce meses** por la Oficina de Registros Vitales. Usted se puede comunicar con ellos al (804) 662-6200. Cualquier otro documento tiene que estar notarizado **correctamente** y haber sido expedido en los **ultimos doce moses**.

Secretary of the Commonwealth  
Attn: Authentication Request  
1111 East Broad Street - 4<sup>th</sup> Floor  
Richmond, VA 23219

socmail@governor.virginia.gov  
Phone: 804-692-0114  
Phone: 804-692-0115  
Fax: 804-371-0017

[www.commonwealth.virginia.gov](http://www.commonwealth.virginia.gov)

THIS IS TO CERTIFY THAT:

The attached document is an official Northern Virginia Community College transcript containing the student record of:

Name:

Program of Study:

Degree Awarded:

Degree Date:

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A. Barrens Hamilton – College Registrar **or** Zina G. Jemison – Associate College Registrar **or** Jimmy T. Reed – Assistant Registrar

City/County of Fairfax  
Commonwealth of Virginia

The foregoing instrument was acknowledged before the this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

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Name of Notary

Notary Public

\*\*\*\*Security Features\*\*\*\*

**The raised seal of the College is affixed over the signature of the signing official to emboss this page and the attached documents.**