



**Ed Murray**  
**Wyoming Secretary of State**  
**Administrative Services Division**  
2020 Carey Avenue, Suite 600  
Cheyenne, WY 82002-0020  
Ph. 307.777.5343  
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**MEMORANDUM**

RE: Student Educational Records

FROM: Administrative Services Division

DATE: February 18, 2017

There has recently been a high demand for authentication requests for educational records submitted by students. The submissions for student records include but are not limited to transcripts, diplomas, certificates of attendance and grade modules that need to be authenticated, (apostille or certificate), for use in a foreign country. Due to urgency of processing and obtaining these documents, we are providing students, parents and registrars with an explanation and example of how these records must be assembled before arriving in our office.

The student record, an official record maintained by the school, must be certified by the registrar or other authorized faculty member. The certification must include a signature and the title of the authorized faculty member. Some schools have a stamp or seal which is acceptable but is not required. The authorized faculty member's signature must then be notarized by a Wyoming Notary Public, and a notarial certificate must be attached to the school record.

Please complete the attached notarial certificate which may be used, but similar notarial certificates are also accepted. Once complete, please mail the documents to the follow address:

Wyoming Secretary of State's Office  
ATTN: Karlie Walter  
2020 Carey Avenue, Suite 600  
Cheyenne, WY 82002-00200

Please also include the attached Wyoming Authentication Request Form, \$10.00 per authentication (cash, check or money order payable to the Wyoming Secretary of State), and a self-addressed, pre-paid envelope so the documents can be returned or forwarded once they have been completed.

I, \_\_\_\_\_, \_\_\_\_\_,

of \_\_\_\_\_, do hereby certify that the attached

is a true and correct copy of the \_\_\_\_\_ issued to

\_\_\_\_\_ by \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed By Title

State of Wyoming }  
County of \_\_\_\_\_ } ss.

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ as \_\_\_\_\_ on behalf of

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

[Stamp or seal]

My commission expires: \_\_\_\_\_

I, (Name of School Official Signing), (Title of School Official Signing),

of (Name of Your School), do hereby certify that the attached

is a true and correct copy of the (Title of Document)  
issued to

(Name on the Diploma of the Student).

Dated this (xx<sup>th</sup>) day of (Month), (year).

(Signature of School Official)(Title of Official Signing)

Signed By Title

State of Wyoming }  
County of Where Signed } ss.

Acknowledged before me this xxth day of Month, 20 xx by

Name of School Official Signing as Title of School Official Signing on behalf of

Name of School.

\_\_\_\_\_  
Notary Public Signature

[Stamp or seal]

My commission expires: \_\_\_\_\_



## Wyoming Authentication Request

### Contact Information:

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Country Documents Are Needed For: \_\_\_\_\_  
Number of Documents to be Authenticated: \_\_\_\_\_ x \$10.00 = \_\_\_\_\_

### Payment Information:

Total Payment Enclosed: \_\_\_\_\_  
Payment Method:  
Cash \_\_\_\_\_ Money Order # \_\_\_\_\_  
Cashier's Check # \_\_\_\_\_ Check # \_\_\_\_\_

### Document(s) Return Method:

Prepaid Federal Express Air Bill  
Prepaid UPS Air Bill  
Self-Addressed Stamped Envelope  
Will Pick-Up On (Date and Time): \_\_\_\_\_