

**NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY  
ORDER FORM REQUEST FOR APOSTILLED TRANSCRIPT**

*(This Document must be Notarized)*

Please print and complete the following form. Send this along with a request for transcripts and appropriate transcript payment, to the Office of the Registrar.

Highlighted information is required. Your request will not be processed without the required information, thanks for your understanding.

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**Person Information:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Cell Phone \_\_\_\_\_

Country and town; or City and State that the transcript will be going to? \_\_\_\_\_

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**Notarized Statement for Apostilled Transcript:**

I, \_\_\_\_\_, hereby request a transcript to be Apostilled and attest that the above information is accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed by and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

\_\_\_\_\_  
Commission Expiration Date

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**Payment Instructions:**

*Fee if Applicable: In addition to the transcript on the website .*

A fee of \$3.00 for the Secretary of the State will be required in addition to the transcript fee.

Transcripts order instructions will be provided by the office of the Registrar at the time the order is being processed, apostilled transcripts are processed 1-2 times a month, and take approximately 4-8 weeks to complete.

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Signature \_\_\_\_\_ Date \_\_\_\_\_