

INFORMATION ON HOW TO HAVE A DOCUMENT APOSTILLED

What is an Apostille (ă pōs tēēl)?

An Apostille is an internationally recognized form of authentication of any certified or notarized public documents. The Apostille ensures that the public documents issued in the US will be recognized as valid in another country. The sole purpose of an Apostille is to certify the authenticity of the signature on the document; the capacity in which the person signing the document acted and the identity of any stamp or seal affixed to the document. An Apostille issued by the Secretary of State is a one page document embossed with the Great Seal of a State. The Apostille will include the signature of the individual issuing the certificate.

How to have a document Apostilled?

In order for a document to be Apostilled certain steps must be taken. This process may vary depending on the state that you live in. Please see the attached list of state requirements for Apostilles. If you do not see requirements for the state that you will need a document Apostilled please contact your agent at Bokoff Kaplan travel for further information. Two steps are required of all those requesting to have a document Apostilled. First, you must have the document Notarized by a certified Public Notary or it must have a government certified seal on it. Second, an Apostille can only be issued in the state that the document has been certified or notarized (i.e., if your birth certificate was issued and certified in Colorado but you live in New York you must send your birth certificate to the Secretary of State in Colorado to have the document Apostilled).

Once you have received the Apostille for your documents please do not remove or detach any seals, ribbons or attached pages. You must submit documents as provided by the Secretary of State.

Please note that if an Apostille is requested of you this not a requirement of Bokoff Kaplan Travel but a requirement of the Consulate, Embassy or Immigrations office in which you are applying your visa or residence permit through. Our office has no authority to skip this process.

State Specific Apostille Requirements:

Connecticut:

Documents must have a Notarized seal or stamp issued in the state of Connecticut.

Original documents may be mailed to the following address for authentication:

Commercial Recording Division
Secretary of the State
P.O. Box 150470
Hartford CT 06115-0470

Customers may complete the Authentication Order Form, www.sots.ct.gov, or provide a covering letter that provides the following information: Your Name; Your Company Name (if applicable); Street Address; City; State; Zip Code; Daytime Telephone Number; and, Country in which the documents will be used. All orders will be returned by First Class Mail, unless the customer provides for an alternative prepaid delivery service. A properly filled prepaid shipping label must accompany prepaid delivery requests, or the order will be returned by first class mail.

The fees for Authentication Services are as follows:

Authentication and Apostille Certificates for standard documents: \$40.00 per certificate

California:

Documents submitted to the Secretary of State for signature authentication must have a current certification date by the appropriate public official or their deputy or must be notarized by a California Notary Public.

Customers requiring authentication of any school records (e.g., transcript or diploma) must obtain a notarized copy of the record from the high school, university, etc., before submitting the documents for authentication.

Any document executed by County Health Officers and County Local Registrars can be authenticated **only** if the document is first certified by the county clerk/recorder.

Note: The Secretary of State's two regional offices (Los Angeles and San Diego) only authenticate public official signatures. Notary public signatures must be certified by the county clerk/recorder (on the notary public stamp) before submitting the document to a regional office for authentication. The regional offices only process documents dropped off in person.

- To avoid delays that may result from out-of-date documents, a document certified by a county official (e.g. county clerk) should have a certification date within the last five years or a new certified copy should be obtained from the appropriate county official.
- The customer must identify the country of destination when the documents are submitted to the Secretary of State. If documents are submitted by mail to the Sacramento office, a letter identifying the country of destination must accompany the documents. To facilitate the processing of documents submitted by mail, please include a self-addressed envelope.

Documents can be dropped off in person to the Sacramento office or to any regional office location for processing between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday (excluding holidays) or can be mailed to the Sacramento office.

Office Location (Driving Directions)

1500 11th Street, 2nd Floor
Sacramento, CA 95814

Mailing Address

Notary Public Section
P.O. Box 942877
Sacramento, CA 94277-0001

Phone Number

(916) 653-3595

- When dropping off documents in person to any of our offices for processing, no appointment is necessary. Customers are served on a "first come first serve" basis.
- There is a \$20.00 processing fee (per signature authenticated) and a \$6.00 special handling fee (per public official for documents submitted over the counter). Payments for documents submitted:
 - by mail to Sacramento can be made by check or money order;
 - dropped off in person in Sacramento can be made by check, money order, cash, or credit card (Visa or MasterCard); or
 - dropped off in person in either of the two regional offices can be made by check, money order, or credit card (Visa or MasterCard). Regional offices are not able to accept cash.
 - Checks or money orders should be made payable to the Secretary of State.

Colorado:

Your document(s) must be notarized properly by a Colorado notary public or certified by Vital Records or the county. The signature of the person who notarizes or certifies the document must be on file with the Secretary of State.

Original certified copies of birth or death certificates can be obtained from the Vital Records Office of Colorado at 4300 Cherry Creek Drive South, Denver, CO 80222-1530, 303-692-2200 or 605 Bannock, Denver, CO 80203, 303-436-7351. A marriage license, divorce decree, or other court document can be obtained from the county in which it was issued. A county clerk roster can be found on our website at www.sos.state.co.us

Download and complete the Authentication Request Form from www.sos.state.co.us

- Submit the completed form with your original notarized document(s).
- Enclose a check or money order made payable to "Colorado Secretary of State". Payment in cash is accepted from walk-in customers. See below for the Fee Schedule.

Mail or walk in to our office for processing.

- Documents submitted by mail are typically processed and placed in return mail within **5-7 business days** of receipt in our office.

- **Please include a self-addressed, stamped envelope for mailing your documents after processing.** For assurance of delivery of your completed document(s), we recommend utilizing an express or overnight delivery service such as FedEx or UPS. Call in advance of your submission to verify overnight procedures.
- Walk-in customers can drop off documents to be processed and picked up the following business day after 10:30 a.m., or placed in return mail typically within **5-7 business days** of receipt in our office.

Florida:

CERTIFICATION FEES:

The fee for certification by the Secretary of State is \$10 per notarization. However, a certified copy of a document obtained from the Clerk of the Circuit Court (example, Marriage License) requires an additional \$10 fee for a total of \$20 per document. We accept either checks (drawn on a U.S. Bank) or money orders made payable to the Department of State. We do not accept cash.

PROCESSING TIME:

The processing time varies dependent upon the volume of work received and the resources available. We advise you to allow at least five (5) working days for processing. Requests are completed in the date order they are received. We do not offer expedited services.

1. Enclose a cover letter stating the name of the country in which the documents will be used. The country name is needed in order to authenticate the document correctly, whether by Certificate of Notarial Authority or Apostille. Please include a telephone number where you can be reached during normal business hours.
2. Enclose the required fee. (See "Certification Fees" above)
3. Enclose a self addressed, stamped envelope for return of the documents. If you wish the order to be returned by a courier service, you must enclose a pre-paid air bill with your order. **(no collect or cash on delivery (COD) mail or air bills can be sent from this office)**
4. If you are using U.S. Mail please use this address:

**Department of State
Division of Corporations
Apostille Certification
P.O. Box 6800
Tallahassee, FL 32314-6800**

5. If you are using a courier services please use this address:

**Division of Corporations
Clifton Building, Apostille Section
2661 Executive Center Circle
Tallahassee, FL 32301
Phone:850-245-6945**

Hawaii:

1. Complete, sign and submit the Application for **Apostille** or Certification of Documents found at: <http://hawaii.gov/lsgov/office/apostilles>
2. Persons born in the State of Hawaii, must request a certified copy that displays the **ORIGINAL SIGNATURE** (not a stamped signature) from the State Registrar of the Department of Health. Submit your request and specify what country your document(s) are bound for, along with a check, money order or cashier's check for \$10.00 per document to the Department of Health, Vital Records, P.O. Box 3378, Honolulu, Hawaii 96801, (808) 586-4539.(Birth Certificates and Marriage Certificates can only be notarized by the Dept.of Health,Vital Records).
3. All documents must be notarized by a duly commissioned Notary Public of the State of Hawaii.
4. For document(s) requiring Certification, submit document(s) to the First Circuit for verification of the notary's signature and commission. Send your documents along with a money order or cashier's check for \$3.00 per document to the First Circuit Court, Legal Documents Section, 777 Punchbowl Street, Honolulu, Hawaii 96813, (808) 539-4300.
5. All documents must be forwarded to the Office of the Lt.Governor for issuance of an **Apostille** or Certification. Send your documents and specify what country your documents are bound for, along with a check, money order or cashier's check for \$1.00 per document to the Office of the Lt.Governor, State Capitol, 5th Floor, Honolulu, Hawaii 96813.
6. Please allow approximately one week for processing time.
7. The Office of the Lieutenant Governor reserves the right to deny applications for **Apostilles** or Certifications

Kansas:

Requests for authentications or Apostilles should be made to the notary clerk at the Secretary of State's office or by mail. The fee is **\$7.50** per authentication or Apostille – each notarization requires a separate certification. If the document is submitted by mail, include a cover letter indicating what country the documents are being certified for and how many authentications or Apostilles are needed, the appropriate fee, and a self-addressed envelope so that we may return the documents to the appropriate place. We will return documents through an expedited mail company as long as the fees are prepaid.

Documents presented for certification must have an original, completed notarization block by a Kansas notary public. Any errors on the notarization could disqualify the document for certification and therefore delay the documents.

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka, KS 66612-1594
(785) 296-4564

Massachusetts:

Please be advised that certifications can only be obtained for documents with an original signature of a valid:

- Massachusetts notary public
- justice of the peace
- city/town clerk, or assistant
- court clerk, or assistant or
- Registrar of Vital Records.

Photocopied signatures which appear on a document cannot be certified. It is important to identify which country will receive the records since different countries require different types of certification. The certification forms are basically the same; however, the name of the certificate which is attached to a document going to a country which is a signatory to the Hague Convention is known as an Apostille. The regular certifications and apostilles are available at a cost of six dollars (\$6.00) per signature to be certified.

An individual may receive the requisite certification by coming in person to the Commissions Section, Room 1719, One Ashburton Place, Boston, Massachusetts 02108, or by mailing the necessary documents to that address. A maximum of three documents will be done per customer at the counter while you wait. Four or more documents must be left with the commissions staff and picked up the next business day after 3pm. There will be no exceptions made.

Certifications may also be processed at the following Regional Offices. Number of documents and turn around times will vary. Contact for details.

[Southeastern Office - Fall River, MA](#)

[Western Office Services - Springfield, MA](#)

Similarly, mailed requests are processed within two to three weeks. If mailing, please be sure to include the following information:

- The country of destination for the documents;
- A check made payable to the Commonwealth of Massachusetts; and,
- Please enclose a prepaid return envelope to have the documents returned to you.
- If you wish to have the documents returned via Federal Express, DHL, or any other express mail service, please enclose a prepaid return envelope with a billing account number.
- **Please be advised that we do not accept credit cards as a form of pre-payment for express mail services.**

A failure to provide all of the necessary information may result in a delay in the issuance of the certification.

Maine:

Go to <http://www.maine.gov/sos/cec/notary/apostilles.html> for application for Apostille and contact information for the Secretary of the State of Maine.

Nebraska:

When requesting an apostille or authentication it is important to include the following:

- original document signed by a Nebraska notary or county official
- a \$10.00 statutory fee per document being authenticated
- what country this document is going to
- instructions where certification should be sent when completed
- phone number of where you can be reached if we should have questions

The Notary Division has same day service for all apostilles and authentications. Therefore, the day we receive your document it will be processed and mailed out the same day. Documents are mailed by first class mail. If you want express mail then you will need to provide a pre-paid addressed airbill.

Send your apostille or authentication request to:

Nebraska Secretary of State
Notary Division
PO Box 95104
Lincoln, NE 68509

or

Nebraska Secretary of State
Notary Division
State Capitol Bldg., Rm. 1301
1445 K Street
Lincoln, NE 68508

New Hampshire:

- Many documents which are being filed overseas for adoptions, education, relocations, etc. require an apostille or certification of the Notary Public or Justice of the Peace signature.
- Each document must have an **original** Notary Public or Justice of the Peace signature **witnessing** the signature of the author of the document. If signed by a notary, the notaries seal must be included in order to be certified by this office. *Please have your documents notarized before bringing them to the Secretary of State's Office.*
- **This office cannot certify signatures of town and city clerks, county or state registrars or other state officials. The signatures must be those of a Notary Public or Justice of the Peace for the State of New Hampshire.**
- A \$10.00 fee per certificate is charged. This may be paid in cash or check made payable to the State of New Hampshire. In addition, an expedited fee **shall** be charged if IMMEDIATE (SAME DAY) service is requested. The expedited fee of \$25.00 will be charged for every 10 or more documents submitted for certification, and an additional \$25.00 will be charged for every additional ten documents.
- Documents hand carried to the Secretary of State's Office will be accepted between the hours of 8:00 a.m. and 4:30 p.m. The office is located in the State House - Room 204 on Main Street in Concord, New Hampshire.

- Documents mailed to the office should be accompanied by a letter indicating what country the document is going to, a check in the correct amount and a self-addressed postage-paid envelope for returning the document to you. Also, we request that you include a phone number you may be reached should we have any questions.
- Mailing address: Secretary of State's Office, 107 North Main Street, Concord, NH 03301

The Secretary of State's Office WILL NOT put an apostille on a vital record if it is not submitted in the proper form as stated above.

- Location: State House, Room 204, Concord, N.H. 03301
Phone: 603-271-3242 Fax: 603-271-6316 Email: Elections@sos.state.nh.us

New Jersey:

When making a request, you must submit the original or certified copy of the document bearing the original notarization or certification by the public official, along with a cover letter indicating the name of the country in which the document is to be presented and whether the transaction involves an adoption. Remember that all vital records (birth, death and marriage) must be obtained from the [NJ Department of Health, Bureau of Vital Statistics](#), 609.292.4087. The Division of Revenue cannot attest to the signatures of registrars from municipal offices.

Fees: \$25.00 per certificate

Payment may be made by check, money order or credit card. Checks and money orders are payable to the Treasurer, State of New Jersey. If paying by credit card, be sure to include the account number, name as it appears on the card and the expiration date.

Service Options

Requests submitted by regular mail should be sent to the NJ Division of Revenue, Notary Unit, PO Box 452, Trenton, NJ 08646. Processing time for mail-in requests is typically 15 business days. This time frame is not guaranteed and may be longer based upon the number of requests received.

Expedited service is also available for an additional \$15.00 fee per certificate. This service, which will ensure a processing time of 8 ½ business hours, may be requested either in person or by any overnight courier or express service. The address for expedited service requests is NJ Division of Revenue, 33 West State Street, 5th Floor, Trenton, NJ 08608-1214, Attention - Notary Unit.

Special Consideration: All expedited work will be returned by regular mail unless other arrangements are made. Using regular mail for returning processed work may add several work days to the overall turnaround time for expedited transactions. In light of this, customers may opt to have their work returned via express mail or courier service. If this option is selected, the work request must include a **completed** air bill showing the customer as the **sender and bill-to party.**

New York:

- **All birth and death records originating from the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Queens, Staten Island)** must be certified together with a Letter of Exemplification by contacting the New York City Department of Health and Mental Hygiene, 125 Worth Street, New York, NY 10013. The Letter of Exemplification must be requested when ordering the birth or death certificate. The telephone number of the New York City Department of Health and Mental Hygiene is (212) NEW YORK. This service is not available online. The original document must then be presented to the New York County Clerk's office to verify the signature of the City Clerk. The New York County Clerk is located at 60 Centre Street, New York, NY 10007. The document can then be presented to the New York State Department of State for authentication.
- All marriage records originating from the five boroughs of New York City (Bronx, Kings, Manhattan, Queens, and Staten Island) must be obtained from the Marriage Bureau, Municipal Center, 1 Centre Street, 2nd Floor, New York, NY 10007. Obtain a certified copy of the marriage certificate with an original signature of the City Clerk. The document must then be presented to the County Clerk's Office in the county where the document was obtained to verify the signature of the City Clerk. The document can then be presented to the New York State Department of State for authentication.
- **All birth, death, marriage and divorce records issued outside of the five counties of New York City** can be obtained from the New York State Department of Health, <http://www.health.state.ny.us/nysdoh/consumer/vr.htm> Certification Unit, Vital Records Section, PO Box 2602, Albany, NY 12220-2602. The document can then be presented to the New York State Department of State for authentication.
- **Birth, death, marriage and divorce records issued outside of the five counties of New York City** may also be obtained directly from the local registrar or town clerk of the city, town or village where the birth, death, marriage or divorce occurred. The original document must then be presented to the county clerk's office in the county where the document was obtained for certification. (It is suggested that you contact the county clerk's office prior to obtaining the records to determine if their office can certify documents obtained from a local authority.) The document can then be presented to the New York State Department of State for authentication.
- **Education documents (transcripts, diplomas or certificates)** must be obtained from an official of the school, college or university who must certify that the document is an official record or a true copy of the original document. The official's signature must be notarized by a notary public. The document must then be presented to the County Clerk's Office in the county where the notary public is qualified to certify the signature of the notary public. The document can then be presented to the New York State Department of State for authentication.
- All other documents submitted to the New York State Department of State for authentication must first be notarized and then have the notary's signature certified at the county clerk's office where the notary is qualified. The county clerk's office will affix its seal and signature to the document.
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Submitting your Document to the Department of State

- **Albany Office** - The document, together with the \$10 fee, may be mailed to the Department of State, Miscellaneous/State Records Bureau, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231 for authentication. The country where the document is being sent to must be specified. The telephone number of the Miscellaneous/State Records Bureau is (518) 473-2293. You may also bring your document to the Albany Office for processing between the hours of **8:00 a.m. and 4:30 p.m.**

- **New York City Office** - The document, together with the \$10 fee, may be mailed to the Department of State, Certification Unit, 123 William Street, 19th Floor, New York, NY 10038. The country where the document is being sent to must be specified. The telephone number is (212) 417-5684. You may also bring your document to the New York City Office for processing between the hours of **9:00 a.m. and 3:30 p.m.**
- Processing documents submitted by mail is usually completed within 2 to 4 business days. To assist our office in processing your document in a timely manner, you may wish to include a daytime telephone number so that we may contact you should any questions arise.
- Documents may be submitted in person at either of the above offices. Processing a document submitted in person is usually completed while you wait.

Fees

- Each document submitted to the Department of State for authentication must be accompanied by a \$10 fee. Please make the check payable to the "New York State Department of State."

Ohio:

Please go to <http://www.sos.state.oh.us/authentication.aspx> to download an Apostille cover letter and contact information of the Secretary of State in Ohio.

Pennsylvania:

1. Your documents must be signed and sealed by a Pennsylvania notary public or the Pennsylvania official who is the custodian of the record. NOTE: Diplomas, transcripts and criminal record checks must be notarized prior to requesting an apostille or certification. Birth Certificates do *not* need to be and should *not* be notarized.
2. Mail your documents to the Department of State along with a cover letter that includes your name and full mailing address or **you may use our [Request for Legalization of Documents](#) form.**

<http://www.dos.state.pa.us/notaries/cwp/view.asp?a=1250&Q=446162>

3. Identify in the cover letter the **country** where the documents will be used.
4. Enclose a **personal check, money order or cashier's check made payable to "Commonwealth of Pennsylvania"** in the amount of \$15 per document. Checks and money orders must be issued by a U.S. institution. **Cash cannot be accepted by mail.**
5. Photocopies of notarized or certified documents **may not** be certified by the Secretary of the Commonwealth.
6. Enclose a **self-addressed, stamped envelope** for return of your documents. If you wish the order to be returned by a courier service, you must enclose a **prepaid air bill** with your order. NOTE: If requesting your documents to be returned via UPS (United Parcel Service), please list yourself as the sender and receiver on the air bill that you will be providing. Otherwise, the air bill will be changed accordingly.

7. Mail your request to: (Office does **not** accept Fed Ex, UPS or DHL)

Pennsylvania Department of State
Bureau of Commissions, Elections and Legislation
Room 210 North Office Building
Harrisburg, PA 17120

8. Questions concerning apostilles or certifications may be directed to the Pennsylvania Department of State, Bureau of Commissions, Elections and Legislation by calling (717) 787-5280, by email: RA-CERTIFICATIONS@state.pa.us or by writing to the address listed above.

9. Walk-in requests are accepted from 8:30AM to 4:00PM, Monday through Friday (except State holidays).

South Carolina:

Submit the following information to the Secretary of State's Office for an apostille:

1. [South Carolina Authentication Office Cover Letter](#);
2. Self-addressed stamped envelope or shipping label with your account number;
3. Personal or company check or money order made payable to the Secretary of State's Office or cash in the amount of \$2.00 for each document; and
4. Documents to be authenticated.

Documents should be mailed to:

South Carolina Secretary of State
Attn: Notaries Division
P.O. Box 11350
Columbia, SC 29211

Documents may be sent by UPS/FedEx or hand-delivered (between the hours of 8:30 am and 4:30 pm) to:

South Carolina Secretary of State
Attn: Notaries Division
Edgar Brown Building
1205 Pendleton Street, Suite 525
Columbia, SC 29201

- Be sure to check your documents for correctness before calling, and also check again for correctness before leaving the Secretary of State's Office.
- Documents that appear to be contrary to state or federal law, interest or policy will not be certified.
- All documents that are notarized in a foreign language must be accompanied by an English translation signed by the translator with the translator's signature notarized.
- A public copier is not available in our office. Please make copies before submitting originals for apostille or certification. Do not remove apostilles or certification once they are attached.

Utah:

Processing Fee:

- \$15.00-Normal Service Process (3-5 working days)
- \$40.00-Next Business Day Service (24 hours)
- \$65.00-Same Day Service (2 hours)
- Payments are payable to the State of Utah; cash, check, Visa or MasterCard accepted

Mail in:

- Form
- Document
- Payment (refer to fees above)
- Self enclosed envelope so we can mail your documents back to you
- Mail Documents into the following:
Utah State Capitol
350 N State Street, Suite 220
Salt Lake City, UT 84114

Walk in:

- [Print form](#) or you may fill one out in our office
- Bring Document
- Payment (refer to fees above)
- If you are wanting us to mail it back to you please bring a Self enclosed envelope

Walk in address:

Utah State Capitol
350 N State Street, Suite 220
Salt Lake City, UT 84114

Vermont:

You may bring your documents to us in person or you may mail them to the address below. Please call our office if you need directions or visit our website's contact section. Kathy Watters can be reached at 802-828-3287. Generally our office has a 1 day turn around on documents and we are open from 7:45 am to 4:30 pm Monday through Friday excluding state and federal holidays.

Please include a letter or note indicating the country of destination, mailing instructions, if any, and contact information for yourself in the event additional information is needed or we need to contact you.

The fee for Apostilles or Authentications is \$2.00 per document, payable to the VT Secretary of State. If you wish us to return your documents via special means such as Federal Express or any other courier service, you must provide a prepaid air bill. Unless otherwise instructed, we will mail documents back to you via first class mail.

Please address your mail to:

*Office of the Secretary of State
VT State Archives & Records Administration
1078 U.S. Route 2 - Middlesex
Montpelier, VT 05633-7701
Attn: Kathy Watters*

Virginia:

For international acceptance, the official state registry of birth, death, marriage and divorce must be obtained from the [Department of Vital Records](#). For information on obtaining a copy, call Vital Records at (804) 662-6200. These Vital Record documents should only be signed by a State Registrar or Deputy State Registrar, and not notarized.

All other documents requiring authentication for foreign use should be notarized by a Virginia notary. These documents include Power of Attorney, school transcripts and diplomas, and copies of passports and immigration paperwork. Please follow the instructions below.

1. Enclose a cover letter with your name, address and phone number. Also include the country the you need the document authenticated for.
2. You may use our Authentications Request form as your cover letter ([pdf, 18 k](#)) or ([word doc, 30 k](#)).
3. The fee for this service is \$10.00 per document, payable to the Secretary of the Commonwealth. For each authenticated document after the first document, if the testament bears the same name and on the same date the charge will be \$5 for each proceeding document.
4. Please be sure to enclose a prepaid return mailer. This can be regular mail, Fed X, UPS, DHL, etc. We recommend using Fed Ex or UPS for both speed and reliability.

If you have vital records or other documents notarized from another state, you must send those documents to the Secretary of State for that state.

If you have marriage or birth certificates from another country, you must send those to the U.S. State Department, which can be contacted at 1-800-333-4636.

Send documents to:

Betsy Anderson
Director of Authentications
Office of the Secretary of the Commonwealth
1111 East Broad Street, 4th Floor
Richmond, Virginia 23219
(804) 786-2441