

DETAILED INFORMATION ON REQUESTING AN
APOSTILLE.
LISTING BY THE STATES OF THE UNITED STATES.

What is an Apostille?

The Hague Apostille (in French “apostille” means certify, authenticate or complete), aims to simplify the legalization of documents to verify their authenticity, in order to be valid internationally, making unnecessary diplomatic or consular legalization or other certifications. It physically consists of a notarized stamp form or document that is attached or added to documents by the Secretary of State of your corresponding State.

Who issues Apostilles?

The United States has appointed the Secretary of State (or their counterpart) of the various states as said authority. The Secretary of State may issue an Apostille on documents issued by persons on file with this agency, including county clerks, notaries public, statewide officials.

How do I get an Apostille?

Most states will have basically the same requirements but their fees may differ. It is suggested that the student contacts the Secretary of State to learn the requirements.

School Transcripts

State certified copies of school transcripts or grade reports are frequently requested for foreign exchange students. These require an additional step before the apostille or authentication can be issued. **These documents must be notarized before you can send them to the Secretary of State’s Office.**

Guidelines for process an apostille for a school transcript:

STEP 1. Contact your corresponding State’s Department of State to learn all the information needed to process the Apostille: address, associated fees and procedural updates.

STEP 2. When final grades are posted, the student needs a copy of the transcript with the school seal affixed. The school should be notified in advance and in writing that the student will need this as

soon as is possible after grades are posted. Contact the schools Registrar and inform the

Apostille

official there that you need your diploma and transcripts copy certified. Remember, you can always order new Diplomas and Transcripts.

An authorized school official (Principal, Registrar, etc.) must certify the document:

- **Sample wording for school official certifying an ORIGINAL school document (Have the Principal or Registrar write this on the document):**

On ___ (date)___, I the undersigned, do hereby certify that this is a true and original _ (specify the type of document)___ issued by ___ (name of school)___.

[Signature of school official]

[Printed name and Official Title]

STEP 3. If you need to obtain a State Apostille for your school diploma and transcripts, you will first need to contact the official who maintains the records at the school to schedule a time for a notary to travel to the school to notarize the transcripts. Some schools will have a notary on staff so be sure to ask before paying a notary to visit the school.

The transcripts will generally be sealed, embossed, and include a signature from the school official. The notary will attach a State Acknowledgment to the transcripts and the acknowledgment will be stapled behind the page signed and embossed by the school official. The name of the public official signing the document has to be clear to be identified.

Schools generally do not notarize diplomas because diplomas are typically ordered and sent directly to the students.

STEP 3.1. Some states will require a seal from the local Court House declaring that the Notary is in good standing. That will be to have the notary's signature certified at the county level by the County Clerk's office. Notarized document must be taken to the Clerk of the Circuit Court for certification, in the county where the notary was commissioned. They will affix their seal and signature.*

In some States, you could mail the notarized transcript to the County Clerk, you should ask the County Clerk for the correct procedure.

- The notary must include the exact date of notarization on the notarial certificate.
- The notary's signature must match the name as it appears on the notary commission and must match the signature as it appears on the commission.
- The notary seal/stamp must match the name as it appears on the notary commission.
- The seal must contain the notary's name, the name of the county in which the notary is commissioned, the words "Notary Public," and the name of the state.
- The document must have a clear impression of the notary seal/stamp.

*Notaries Public are commissioned in their Counties. The County Clerk maintains a record of the commission and signature. The public may then access this record and verify the "official" signature of the notary at the county clerk's office.

STEP 4. The student should prepare an envelope with the following:

- The notarized transcripts.
- An "Authentication Order Form" (if the States request this form, will always provided it in the website of the State), or a cover letter with the the following information: your

name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used (this is very important because they won't do the apostille if they don't know the country where will be presented).

- Include a prepaid and pre-filled return air bill envelope for the U.S. Department of State to return the apostille to you. Most states recommends using FedEx, UPS, or other express mail provider (check with your state which one is recommended). Use a traceable delivery method, "tracking number", to both send and include for return delivery to you. The student will probably have already departed by the time all of this is received.
- Payment: Include a check or money order for the authentication fee, made payable to the U.S. Department of State. All the specifics of the form of payment should be the one indicated for the states.

STEP 5. The envelop should be sent to the corresponding States Secretary of State, to the proper address indicated.

The Secretary of State may refuse to issue an apostille or certification if:

1. The documents is not the original, it is a photocopied signature (the document must be properly signed and is required to be an original signature NOT a photocopied signature).
2. The document has been sent to the wrong Secretary of State (only transcript of the same state will be apostille).
3. The document has not been certified by the appropriate authority, if applicable.
4. The document has not been properly notarized (document is missing the signature of the public notary, or his seal o does not include a notary certificate; the signature of the official cannot be read and there is not printed name).
5. The notary public is not commissioned (the commission must be valid and up to date and the expiration date on the notary stamp must be accurate).
6. The document submitted to the Secretary of State is not an original document.
7. The country where the apostille will be presented is not included.
8. The fee of the apostille is missing or incorrect.

A person may not remove an apostille, certification, any part of the apostille or certification, or the "great seal of the State" from any document to which the Secretary of State has affixed it. This act or any attempt to do so shall render the apostille or certification invalid.

STATES LIST

1. ALABAMA STATE

The transcript must be notarized by a commissioned notary public The notarized document requires an additional county authentication of the notary commission. The authentication fee is \$5.00 per document, paid to "Alabama Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street

address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille

<http://www.sos.state.al.us/adminservices/authentications.aspx>

Alabama Secretary of State

Authentications Division
11 S.Union Street
Suite 200-A
Montgomery, AL 36103-5616

Telephone: (334) 2425325
www.sos.state.al.us

2. ALASKA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$5.00 per document. Your fees may be paid with a personal check or money order payable to the "State of Alaska". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille: <http://ltgov.alaska.gov/treadwell/notaries/authentications.html>

Office of the Lt. Governor

Authentications Department
240 Main Street, Room 301
Juneau, Alaska 99801

Telephone: (907) 465-3509
www.ltgov.alaska.gov

3. ARIZONA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$3.00 per document. Your fees may be paid with a personal check or money order payable to the "Arizona Department of State". To request an apostille, fill out the form posted online and print it out:

http://www.azsos.gov/Business_Services/Forms/Notary/ApostilleRequest.pdf

For information about apostille:

http://www.azsos.gov/business_services/notary/Apostille.htm

Secretary of State Michele Reagan

Atten: Notary Division 1700 W. Washington Street, FL. 7,
Phoenix, AZ 85007-2808
Telephone: (602) 542-0681
Fax: (602) 542-1575

www.azsos.gov

4. ARKANSAS STATE

All documents must be properly notarized by an Arkansas Notary Public. The authentication fee is \$10.00 per document. Your fees may be paid with a personal check or money order payable to the "Arkansas Secretary of State". For information about apostille: <http://www.sos.arkansas.gov/news/Documents/Apostille%20brochure-web.pdf>

Arkansas Secretary of State

Business & Commercial Services
1401 West State Capitol Ave., Suite 250
Little Rock, AR 72201

Telephone: (501) 682-1010
www.sos.arkansas.gov

5. CALIFORNIA STATE

The transcript must be notarized by a commissioned notary public. A \$20 fee for each authentication certificate and an additional \$6 special handling fee for each different public official's signature to be authenticated is required. Your fees may be paid with a personal check or money order payable to the "Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used. For information about apostille: <http://www.sos.ca.gov/notary/authentication/>

Office of the Secretary of State

Notary Public Division Office
1500 11th St., Second Floor
Sacramento, CA 95814

Telephone: (916) 653-3595
www.ss.ca.gov

6. COLORADO STATE

The transcript must be notarized by a commissioned notary public. A \$5.00 fee for each document. Your fees may be paid with a personal check or money order payable to the "Colorado Secretary of State". To request an apostille, fill out the form posted online and print it out: <http://www.sos.state.co.us/pubs/notary/forms/NAUTH.pdf>

For information about apostille:

<http://www.sos.state.co.us/pubs/notary/apostilleHelp.html>

Colorado Secretary of State

Notary Program
1700 Broadway, Suite 200
Denver, CO 80290

Telephone: (303) 894-2200

7. CONNECTICUT STATE

The transcript must be notarized by a commissioned notary public. A \$40.00 fee for apostille. Your fees may be paid with a personal check payable to the "Secretary of State". To request an apostille, fill out the form posted online and print it out: [http://www.ct.gov/sots/lib/sots/commercialrecording/allforms/authenticationsapostilles/authentication & apostille order form rev sept 2012.pdf](http://www.ct.gov/sots/lib/sots/commercialrecording/allforms/authenticationsapostilles/authentication%20&%20apostille%20order%20form%20rev%20sept%202012.pdf)

For information about apostille:

<http://www.ct.gov/sots/cwp/view.asp?a=3177&q=392130>

Connecticut Secretary of the State

Attn: Authentications
P.O. Box 150470
Hartford CT 06115-0470

Telephone: (860) 509-6100
www.ct.gov

8. DELAWARE STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$30.00 per apostille. Your fees may be paid with a personal check, payable to the "Delaware Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille: http://corp.delaware.gov/apost_info.shtml

Secretary of State
Division of Corporations
401 Federal Street Suite 4 Dover
DE, 19901
Attn: David Krauss

Telephone: (302) 739-6479
www.delaware.gov

9. DISTRICT OF COLUMBIA

The transcript must be either notarized by a DC notary public or signed by an authorized head of a DC government agency. Submit a cover letter with your name, address, email address, phone number and the country where the authentication will be used. Include a fee \$15 per document—payable by money order, personal check, certified and/or cashier check. All checks and money orders must be made payable to the "DC Treasurer". For information about apostille:

<http://os.dc.gov/service/document-authentication>

Office of Notary Commissions and Authentications

441 4th Street, NW
Suite 810 South
Washington, DC 20001

Telephone: (202) 727-3117
Email: secretary@dc.gov
www.dc.gov

10. FLORIDA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per apostille. Your fees may be paid with a personal check, payable to the “Florida Department of State”. A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://notaries.dos.state.fl.us/notproc7.html>

Department of State

Division of Corporations

Apostille Certification

P.O. Box 6800

Tallahassee, FL 32314-6800

Telephone: (850) 245-6945
www.myflorida.com

11. GEORGIA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$3.00 per document. Your fees may be paid with a personal check, payable to the “GSCCCA”. A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<https://www.gsccca.org/notary-and-apostilles/apostilles/general-apostille-information>

GSCCCA

Attn: Notary Division

1875 Century Blvd., Ste. 100

Atlanta, GA 30345

Telephone: (404) 327-6023 - (800) 304-5175
email: notary@gsccca.org
www.gsccca.org

12. HAWAII STATE

The transcript must be notarized by a commissioned notary public. A \$1.00 fee for apostille. Your fees may be paid with a personal check payable to the "Secretary of State". To request an apostille, fill out the form posted online: <http://ltgov.hawaii.gov/wp-content/uploads/2012/10/Apostille-Certification-application.pdf> authentication & apostille order form rev sept 2012.pdf

For information about apostille:

<http://ltgov.hawaii.gov/the-office/apostilles-and-certifications/>

Office of the Lieutenant Governor

State Capitol, Fifth Floor
Honolulu, Hawaii 96813

Telephone: (808) 586-0255

Email: shan.tsutsui@hawaii.gov

www.hawaii.gov/ltgov

13. IDAHO STATE

The transcript must be notarized by a commissioned notary public. A \$10.00 fee for apostille. Checks or money orders must be made payable to "Secretary of State". You may also pay by credit card. Submit an application form with all the required information: <http://www.sos.idaho.gov/notary/requestform.pdf>

For information about apostille:

<http://www.sos.idaho.gov/NOTARY/apostille/index.html>

Secretary of State's Office

Attn: Notary Department
PO Box 83720
Boise ID 83720-008

Telephone: (208) 332-2810

email: dfarnsworth@sos.idaho.gov

www.sos.idaho.gov

14. ILLINOIS STATE

The transcript must be notarized by a commissioned notary public. A \$2.00 fee for apostille. Checks or money orders must be made payable to "Secretary of State". Submit an application form with all the required information: http://www.cyberdriveillinois.com/publications/pdf_publications/i213.pdf

For information about apostille:

<http://www.cyberdriveillinois.com/departments/index/apostilles.html>

Illinois Secretary of State

Index Department
111 E. Monroe
Springfield, IL 62756

Telephone: (217) 782-7017
www.cyberdriveillinois.com

15. INDIANA STATE

The transcript must be notarized by a commissioned notary public. There are no fees for apostille services. Checks or money orders must be made payable to "Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://www.in.gov/sos/business/apostille/>

Indiana Secretary of State

Authentication Department
302 W. Washington Street, Room E-018
Indianapolis, IN 46204

Telephone: (317) 232-2677
www.in.gov

16. IOWA STATE

The transcript must be notarized by a commissioned notary public. A \$5.00 fee for apostille. Checks or money orders must be made payable to "Secretary of State". For information about apostille:

To request an apostille, use this the form posted online:

<http://sos.iowa.gov/business/pdf/APCERT.pdf>

Secretary of State

Business Services Division
Lucas Building, 1st Floor
Des Moines, Iowa 50319

Telephone: (515) 281- 5204 Fax:(515) 242-5953
Email: sos@sos.state.ia.us
www.sos.iowa.gov

17. KANSAS STATE

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.

Secretary of State

Memorial Hall - 1st Floor
120 SW 10th Avenue
Topeka, KS 66612-1594

Telephone: (785) 296-4564

www.kssos.org

18. KENTUCKY STATE

The transcript must be signed by a judge and/or circuit clerk, certified by the county clerk in the county where the circuit court is located, and submitted to the Office of the Secretary of State with the completed Request for Apostille or Authentication form: <http://sos.ky.gov/admin/Documents/ApostilleAuthentication.pdf>

and \$5 per document fee. If the county clerk is not available, please confirm with the county clerk's office that the deputy clerk is authorized to sign for documents going outside the county. All checks should be made payable to the Kentucky State Treasurer.

Secretary of State

Corporate Records
700 Capitol Avenue - Rm 156
Frankfort, KY 40601.

Telephone: (502) 564-3490

www.sos.ky.gov

19. LOUISIANA STATE

A \$20.00 fee for apostille. Checks or money orders must be made payable to "Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://www.sos.la.gov/NotaryAndCertifications/Certifications/AuthenticateLouisianaBusinessDocuments/Pages/default.aspx>

Secretary of State

Commercial Division
P.O. Box 94125
Baton Rouge, LA 70804

Telephone: (225) 925-4704 -(225) 922-0330

www.sos.la.gov

MAINE STATE

The transcript must be notarized by a commissioned notary public. A \$10.00 fee for apostille. Checks or money orders must be made payable to "Secretary of State". Submit an application form with all the required information: http://www.cyberdriveillinois.com/publications/pdf_publications/i213.pdf

For information about apostille:

<http://www.maine.gov/sos/cec/notary/apostilles.html>

Secretary of State

101 State House Station
Augusta ME 04333-0101

Telephone: (207) 624-7736

www.maine.gov

20. MARYLAND STATE

The transcript must be notarized by a commissioned notary public. The notarized document requires an additional county authentication of the notary commission. This is the Link to all the Circuit Courts in MD. The authentication fee is \$5.00 per document, paid to "Secretary of State". Submit an application form with all the required information:

<http://www.sos.state.md.us/certifications/RequestForm.pdf>

For information about apostille:

<http://www.peoples-law.org/apostille-process-authenticating-documents-use-across-national-borders>

Office of the Secretary of State

16 Francis Street
Wineland Building 1st Floor
Annapolis, MD 21401

Telephone: (410) 974-5521

www.maryland.gov

21. MASSACHUSETTS STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$6.00 per document. The fees may be paid with a personal check or money order, payable to the "Commonwealth of Massachusetts". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://www.sec.state.ma.us/pre/precom/comidx.htm>

Secretary of the Commonwealth

Public Records Division
McCormack Building, Room 1719

One Ashburton Place
Boston, MA 02108

Telephone: (617) 727-2832
Email: pre@sec.state.ma.us
www.sec.state.ma.us

22. MICHIGAN STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$1.00 per document. The fees may be paid with a personal check or money order, payable to the "State of Michigan". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

http://www.michigan.gov/sos/0,1607,7-127-1638_8734---,00.html

Michigan Department of State

Office of the Great Seal
7064 Crouner Drive
Lansing, MI 48918

Telephone: 1 (888) 767-6424
email: SOSWebmaster@michigan.gov
www.michigan.gov

23. MINNESOTA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$5.00 per document. The fees may be paid with a personal check or money order, payable to the "MN Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://www.sos.state.mn.us/index.aspx?page=1520>

MN Secretary of State
Retirement Systems of Minnesota Building
Minnesota Secretary of State - Certification
60 Empire Drive, Suite 100
Saint Paul, MN 55103-2141

Telephone: (651) 296-2803 - 1(877) 551-6767
email: ucc.dept@state.mn.us
Notary email: notary.sos@state.mn.us
<http://www.sos.state.mn.us/>

24. MISSISSIPPI STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$5.00 per document. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information:

http://www.sos.ms.gov/BusinessServices/Documents/Notary/Apostille_Certification_Request_form.pdf

For information about apostille:

<http://www.sos.ms.gov/BusinessServices/Pages/Apostilles-Authentications.aspx>

Secretary of State

Capital Towers
125 S. Congress Street
Jackson, MS 39202
Attention: Notary/Apostille/Authentication

Telephone: (601) 359-1615

www.sos.ms.gov

25. MISSOURI STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per document. The fees may be paid with a personal check or money order, payable to the "Missouri Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://s1.sos.mo.gov/business%5Ccommissions%5Ccertify.asp>

Commissions

Secretary of State's Office
600 West Main, Room 322
Jefferson City, MO 651012

Telephone: (573) 751-4936

www.s1.sos.mo.gov

26. MONTANA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per document. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information:

http://sos.mt.gov/Notary/assets/pdfs/Certification_Request.pdf

For information about apostille:

<http://sos.mt.gov/Notary/Apostilles/index.asp>

Montana Secretary of State

P.O. Box 202801

Helena, MT 59620-2801

Telephone: (406) 444-2034

Email: sos@mt.gov

www.sos.mt.gov

27. NEBRASKA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per document. The fees may be paid with a personal check or money order, payable to the "Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

http://www.sos.ne.gov/business/notary/pdf/auth_docs.pdf

Nebraska Secretary of State's Office

Business Services Division, Notary Section

1445 "K" St. State Capitol Bldg, Suite 1301

PO Box 95104 Lincoln, NE 68509

Telephone: (402) 471-2554 Fax: (402) 471-3237

www.sos.ne.gov

28. NEVADA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$20.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information:

<http://nvsos.gov/Modules/ShowDocument.aspx?documentid=485>

For information about apostille:

<http://nvsos.gov/index.aspx?page=%20124>

Nevada Secretary of State

101 North Carson Street, Suite 3

Carson City, NV 89701

Telephone: (775) 684-5708

Email: sosmail@sos.nv.gov

www.nv.gov

29. NEW HAMPSHIRE STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "State of New Hampshire". Submit an application form with all the required information:

[http://www.state.nj.us/treasury/revenue/pdfforms/ApostilleRequestForm.pdf?](http://www.state.nj.us/treasury/revenue/pdfforms/ApostilleRequestForm.pdf?Button=Download+Form)

Button=Download+Form

For information about apostille: <https://www.sos.nh.gov/certific.htm>

Secretary of State's Office

107 North Main Street
Concord, NH 03301

Telephone: (603) 271-3242

Email: elections@sos.state.nh.us

www.sos.nh.gov

30. NEW JERSEY STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$25.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Treasurer, State of New Jersey". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille: <http://www.state.nj.us/treasury/revenue/apostilles.shtml>

State of New Jersey

Division of Revenue and Enterprise Services

PO Box 452

Trenton, NJ 08646

Telephone: (609) 292-6748

www.state.nj.us

31. NEW MEXICO STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$3.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information:

http://www.sos.state.nm.us/uploads/FileLinks/312d50265a0848ef91dfab51688e7f1f/SolicitudDe_Autenticacion_1.pdf

For information about apostille:

http://www.sos.state.nm.us/Business_Services/Apostillas_y_Certificados.aspx

Secretary of State

New Mexico State Capitol

325 Don Gaspar, Suite 300

Santa Fe, NM 87503

Telephone: (505) 827-3600 - (800) 477-3632

www.sos.state.nm.us

32. NEW YORK STATE

The transcript must be notarized by a commissioned notary public. The notarized document requires an additional county authentication of the notary commission. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information: <http://www.dos.ny.gov/forms/corporations/1917-f-l.pdf>

For information about apostille:

<http://www.dos.ny.gov/corps/apostille.html>

New York Department of State

Division of Corporations, State Records,
and Uniform Commercial Code
99 Washington Avenue 6th floor
Albany, NY 12231

Telephone: (518) 473-2492

www.dos.ny.gov

33. NORTH CAROLINA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "NC Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://www.secretary.state.nc.us/Authen/pdf/Auth%20Manual%20for%20customers3.pdf>

Authentication Office

NC Secretary of State
PO Box 29622
Raleigh, NC 27626-0622

Telephone: (919) 807-2140

Email: authen@sosnc.com

www.secretary.state.nc.us

34. NORTH DAKOTA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

To have documents reviewed prior to an apostille/certification, send a scanned copy via email to sosaccnot@nd.gov or by fax to (701) 328-0107, along with your name and contact information. For information about apostille:

<http://sos.nd.gov/notaries-public/authentications-apostille-and-certification>

Secretary of State

600 E. Blvd Ave
Dept 108 Bismarck
ND 58505-0500

Telephone: (701) 328-2900
www.sos.nd.gov

35. OHIO STATE

The transcript must be notarized by a commissioned notary public. The notarized document requires an additional county authentication of the notary commission. The authentication fee is \$5.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Ohio Secretary of State". Submit an application form with all the required information: <http://www.sos.state.oh.us/sos/upload/records/forms/8003.pdf>

For information about apostille:

<http://www.sos.state.oh.us/recordsIndexes/authentication/info.aspx>

Ohio Secretary of State

Client Service Center
180 E. Broad St. , Suite 103
Columbus, OH 43215

Telephone: (614) 466-2655 - (877) 767-3453
www.sos.state.oh.us

36. OKLAHOMA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$25.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State Certification Department". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille: <https://www.sos.ok.gov/business/apostilles.aspx>

Secretary of State

Certification Department
2300 N. Lincoln Blvd. Room 101
Oklahoma City, OK 73105-4897

Telephone: (405) 521-4211
www.sos.ok.gov

37. OREGON STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Oregon Secretary of State". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

For information about apostille:

<http://sos.oregon.gov/business/Documents/notary-pamphlets/1503-sp-auth-apost.pdf>

Secretary of State

Corporation Division
Public Service Building
255 Capitol St. NE, Ste. 151
Salem, OR 97310-1327

Telephone: (503) 986-2200

Email: oregon.notary@state.or.us

www.sos.oregon.gov

38. PENNSYLVANIA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$15.00 per document. The fees may be paid with a personal check or money order, payable to the "Commonwealth of Pennsylvania". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

Pennsylvania Department of State

Bureau of Commissions, Elections and Legislation
Room 210 North Office Building
Harrisburg, PA 17120-0029

Telephone: (717) 787-5280

www.portal.state.pa.us

39. RHODE ISLAND

The transcript must be notarized by a commissioned notary public. The authentication fee is \$5.00 per apostille. The fees may be paid with a personal check or money order, payable to the "R.I. Secretary of State". Submit an application form with all the required information:<http://www.sos.state.oh.us/sos/upload/records/forms/8003.pdf>

For information about apostille: <http://sos.ri.gov/business/apostilles/orderapostille/>

State of Rhode Island and Providence Plantations
Office of the Secretary of State
148 W. River St.

Providence RI 02904-2615

Telephone: (401) 222-1487
www.sos.ri.gov

40. SOUTH CAROLINA

The transcript must be notarized by a commissioned notary public. The authentication fee is \$2.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State's Office". Submit an application form with all the required information: <http://www.sos.sc.gov/forms/Notary/AuthenticationsCoverLetter.pdf>

For information about apostille: <http://www.sos.sc.gov/Apostilles>

Authentication Office S.C.

Secretary of State
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Telephone: (803) 898-3630
www.scsos.com

41. SOUTH DAKOTA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$5.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information: <http://www.state.gov/documents/organization/183033.pdf>

For information about apostille:

<https://sdsos.gov/services-for-individuals/apostilles-authentications.aspx>

Secretary of State

Capitol Building
500 East Capitol Avenue Ste 204
Pierre SD 57501-5070

Telephone: (605) 773-3539.
Email: sdsos@state.sd.us
www.sdsos.gov

42. TENNESSEE STATE

The transcript must be notarized by a commissioned notary public. The notarized document requires an additional county authentication of the notary commission. The authentication fee is \$2.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Tennessee Secretary of State". Submit an application form with all the required information: <http://www.tn.gov/sos/forms/ss-4504.pdf>

For information about apostille: http://www.tn.gov/sos/bus_svc/apostilles_info.htm

Office of Authentications Tennessee Secretary of State

Business Services Division
ATTN: ATS Section
312 Rosa L. Parks Ave – 6th Floor
Nashville, TN 3724

Telephone: (615) 741-0536
Email at TNSOS.ATS@tn.gov
www.state.tn.us

43. TEXAS STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$15.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State of Texas". A cover letter must be included with the the following information: your name; Your company name (if applicable); Street address; City; State; Zip code; email address; Daytime telephone Number (in case they need to contact you); and, Country in which the documents will be used.

Secretary of State

Authentications Unit
1019 Brazos, B-13
Austin, TX 78701

Telephone: (512) 463-5705
Email: authentications@sos.texas.gov
www.sos.state.tx.us

44. UTAH STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$15.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information: <http://www.authentications.utah.gov/Forms/authenticationrequestform2010.pdf>
For information about apostille: <http://www.authentications.utah.gov/process.html>

Utah State Capitol

350 N State Street, Suite 220
PO Box 142325
Salt Lake City, UT 84114

Telephone: (800) 705-2464 FREE
www.lg.utah.gov

45. VERMONT STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$15.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Vermont Secretary of State". Submit an application form with all the required information:
www.united-studies.com

https://www.sec.state.vt.us/media/394001/ysara-35_apostillecertificateofauthenticationrequest.pdf

For information about apostille:

<https://www.sec.state.vt.us/archives-records/certifications-fees/apostilles-authentications.aspx>

Vermont State Archives & Records Administration

Atte:Kathy Watters
1078 Route 2, Middlesex
Montpelier, Vermont 05633-7701

Telephone: (802) 828-3700
www.sec.state.vt.us

46. VIRGINIA STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per document. The fees may be paid with a personal check or money order, payable to the "Secretary of the Commonwealth". Submit an application form with all the required information:

<https://commonwealth.virginia.gov/media/1663/AuthenticationsRequest2013updated92013.pdf>

Secretary of the Commonwealth's Office

Authentication Division
1111 East Broad Street, 1st Floor
Richmond, VA 23219

Teléfono: 804.786.2441 - (804) 692-0114
www.commonwealth.virginia.gov

47. WASHINGTON STATE

Transcripts must be signed by Principal or Vice Principal. This needs to be a special request, the Principal usually does not sign transcripts. The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per document. The fees may be paid with a personal check or money order, payable to the "Secretary of the Commonwealth". Submit an application form with all the required information: <http://www.sos.wa.gov/assets/corps/apostilles/Apostilles%20Form.pdf>

For information about apostille: <http://www.sos.wa.gov/corps/apostilles/HowtoobtainanApostilleorCertification.aspx>

Corporations Division

Apostille and Certificate Program
801 Capitol Way South
PO Box 40228
OLYMPIA WA 98504-0228

Telephone: (360) 725-0344 - (360) 725-0345
Email: apostilles@secstate.wa.gov
www.sos.wa.gov

48. WEST VIRGINIA STATES

The transcript must be notarized by a commissioned notary public. The notarized document requires an additional county authentication of the notary commission. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "WV Secretary of State". Submit an application form with all the required information:

http://www.sos.wv.gov/business-licensing/authentications/Documents/authenticationform_rev-03-08-12.pdf

For information about apostille:

<http://www.sos.wv.gov/business-licensing/authentications/pages/default.aspx>

West Virginia Secretary of State's Office

Attn: Business and Licensing Division
1900 Kanawha Blvd. East Charleston
WV 25305 304-558-8000

Telephone: (304) 558-6000
Email: execrecords@wvsos.com
www.wvsos.com

49. WISCONSIN STATE

The transcript must be notarized by a commissioned notary public. The authentication fee is \$10.00 per apostille. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information: <http://www.sos.state.wi.us/pdf/AAOrderForm.pdf>

Wisconsin Secretary of State

Certification Desk
30 W. Mifflin St., 10th Floor
Madison, WI 53703

Telephone: (608) 266-8888.
Email: statesec@sos.state.wi.us
www.sos.state.wi.us

50. WYOMING STATE

The transcript must be notarized by a commissioned notary public. The notarized document requires an additional county authentication of the notary commission. The authentication fee is \$3.00 per document. The fees may be paid with a personal check or money order, payable to the "Secretary of State". Submit an application form with all the required information:

<http://soswy.state.wy.us/Forms/Authentication/AuthenticationForm.pdf>

For information about apostille: <http://soswy.state.wy.us/services/authentication.aspx>

Secretary of State
 State Capitol Building
 200 West 24th Street
 Cheyenne, WY 82002-0020

Telephone: (307) 777-7378
 Email: SOSAdminServices@wyo.gov
www.soswy.state.wy.us

1° Steps to Apostille High School Transcripts:

	One month prior to the end of the course, request the school for the transcripts to be given to the student.
	Remind the school official in charge of the transcripts at the school, to provide to the international student the documents as soon as possible.
	Contact your state office of the Secretary of the State* to learn about the specific cost requirements and mailing address for the apostille.
	Obtain a “money order” or a personal check (as directed by the Secretary of the State*) to pay the fee of the apostille.
	Prepare an envelope with the postage prepaid and pre-addressed for the U.S. Department of State* to return the apostille to the student in his/her country of origin, and fill the return label on it to students’ address in his/her country. Ensure that this envelope uses the preferred mail provider of your state (UPS, FedEx, USPS).
	Prepare a cover letter with all the necessary information or complete the request form for apostille submitted by the Secretary of the State*.

2° Verify that the school transcript contains the following:

	School Information (name, telephone, address, etc)
	Academic Year (example: 2014/2015)
	Name and last name/s of the student
	Grade of the student (example: 11th, 12th, etc)
	School subject.
	Class grades
	School’s officials signatures.

3° Notarize the high school transcripts. Once it is certain that the information on the transcript is correct then it can be notarized. When notarizing the document please ensure the following:

	The document must have a clear impression of the notary seal or stamp
	That notary's signature must match the name as it appears on the notary commission and must match the signature as it appears on the commission.
	The notary public must be commissioned in the state where the notarization is taking place, and must be in active standing. This can be verified with the office of the Secretary of the State*.
	The notary seal or stamp MUST MATCH the name as it appears on the notary commission.
	The seal must contain the the words "Notary Public," the notary's name, and the names of the state and county in which the notary is commissioned.
	Some states require a seal from the local Court House declaring that the Notary is in good standing. In those cases, the signature of the notary has to be certified by the County Clerk's office. To certify this signature, the notarized document must be taken to the Clerk of the Circuit Court at the county where the notary was commissioned. There, to certify the signature, a seal and signature will be affixed.

4° Mail the envelope

	Mail the package with the money order, pre-addressed envelope, and cover letter to the address provided by the 'Secretary of State'. When mailing, use a traceable delivery method with a "tracking number", and a signature receipt to ensure that the package arrives to its destination, and the documents high school transcripts are apostilled.
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*When we refer to "Secretary of State" we mean the Secretary of the State where the student has done his course. For example, if the student had studied in a school in Florida, the Secretary of State would be Florida Secretary of State.