



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
Apostille and Authentication Unit  
P.O. Box 22001  
Albany, NY 12201-2001  
Customer Service: (518) 474-4429  
www.dos.ny.gov

## Apostille/Certificate of Authentication Request

Please print or type. Submit this form with your documents. (Note: Incomplete forms will be returned for correction)

Country where documents will be used (Required): \_\_\_\_\_  
(Consulate or Embassy Country)

Requestor's Name: \_\_\_\_\_

Name of Firm/Organization (If applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State/Region Zip Code

Daytime telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Type of Return Mailer Enclosed:** (You must enclose one of the following if documents are to be returned to you by mail.)

- Self-addressed, First-Class envelope with prepaid postage
- Self-addressed US Postal Priority or Express envelope with prepaid postage
- Self-addressed prepaid carrier label; (FedEx, UPS, Airborne, or DHL)

### Mailing Information:

If you are paying by check or money order, mail to: (no cash or credit cards accepted at this location)  
New York Department of State  
Division of Licensing Services  
Apostille and Authentication Unit  
123 William Street  
New York, NY 10038

If you are paying by credit card, mail to:  
New York Department of State  
Division of Licensing Services  
Apostille and Authentication Unit  
PO Box 22001  
Albany, NY 12201-2001

**Please note:** If you utilize express services or next day ground services such as UPS, Federal Express, DHL, etc., you should use the physical address of the building.  
**The Albany physical address is:**  
One Commerce Plaza  
99 Washington Avenue, 6<sup>th</sup> Floor  
Albany, NY 12231

<b>For Department of State Use Only</b>				
Transaction # _____	Date Processed: _____	Cash Receipt # _____		
Apostille <input type="checkbox"/>	210cc <input type="checkbox"/>	210dc <input type="checkbox"/>	260 <input type="checkbox"/>	262 <input type="checkbox"/>
Number of documents: _____	Special Deputy: _____	County: _____		

**Fees/Payment:** (Checks/Money Orders must be payable to N.Y.S. Department of State)

Number of documents: \_\_\_\_\_ X \$10.00 per document = Total Due: \_\_\_\_\_

### Form of Payment Enclosed or Authorized:

- Check drawn on U.S. bank
- Money Order from a U.S. bank
- Credit/Debit Card - **Accepted by Albany Office Only:**     MasterCard     Visa     American Express

Name as it appears on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Payment Authorization; I authorize the New York Department of State to charge my credit/debit card for the amount due for the authentication services provided by the Department of State.**

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the name on the credit card or debit card is in the name of a corporation or other business entity, please print the signer's name: \_\_\_\_\_

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## **Apostille/Certificate of Authentication Request**

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### **How do I obtain an Apostille or Certificate of Authentication from the New York Department of State?**

1. Have your document notarized
2. Have your document certified by the County Clerk where the Notary is qualified
3. Complete the Apostille/Certificate of Authentication Request Form
4. Submit documents to be apostilled/authenticated with a completed Apostille/Certificate of Authentication Request Form
5. Include applicable fees and mailing instructions as indicated on page 1 of this form

**Please Note:** The New York Department of State is unable to Authenticate/Apostille Federal Documents.

### **Background checks**

Background checks from Division of Criminal Justice Services are required to be accompanied by a letter, signed by the Commissioner or designee, verifying the fingerprint results.

### **Birth, death and marriage certificates**

Birth, death, and marriage certificates issued by the New York State Department of Health and signed by the Director of Vital Statistics may be submitted for Apostille/Authentication.

Birth, death, and marriage certificates issued by the New York City Department of Health must first be certified by the New York County Clerk's office. Additionally, birth and death certificates must be accompanied by a Letter of Exemplification **prior** to being submitted to the New York County Clerk's office.

Birth, death, and marriage certificates issued and signed by a local official (i.e. city/town/village clerk) must first be certified by the County Clerk in the county where the document was issued.

### **Educational documents**

Educational documents submitted to the New York Department of State for an Apostille or Certificate of Authentication must first be certified by an official at the educational institution attesting that the document is an official record or a true copy of the original document. The official's signature then must be notarized by a notary public. The notary public's signature must then be certified by the County Clerk in the county where the notary public is qualified.

### **All other documents**

All other documents (such as power of attorney) must first be notarized. The notary's signature must then be certified at the County Clerk's office where the notary is qualified.

Any questions about a specific county, please contact that county. You may contact the New York Department of State at (518) 474-4429. For additional information, please visit our website at [www.dos.ny.gov](http://www.dos.ny.gov).