



Department of State 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
<https://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.
Note: This does not apply to in-person services.)

- 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:

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, 6th Floor
Albany, NY 12231

For Department of State Use Only

Transaction # _____ Date Processed: _____ Cash Receipt # _____
Apostille 210cc 210dc 260 262
Number of documents: _____ Special Deputy: _____ County: _____

Fees/Payment: (Checks/Money Orders must be payable to N.Y.S. Department of State. Cash payments are not accepted.)

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 MasterCard Visa American Express

Name as it appears on card: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Card Number: _____ CVV: _____ 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: _____

Apostille/Certificate of Authentication Request

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
6. For In-Person Service, the physical addresses to our offices are as follows:

NYS Department of State
Division of Licensing Services
123 William St. 2nd Fl.
New York, NY 10038-3804

NYS Department of State
Division of Licensing Services
1 Commerce Plaza
99 Washington Avenue, 6th Floor
Albany, NY 12231

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 <https://dos.ny.gov>.