

## *APOSTILLE INFORMATION*

A document is generally recognized only in the country in which it was issued. Validation for recognition in another country used to be a very complicated and time-consuming matter and involved, in hierarchical order, several authorities of the issuing country, and, as a final step, validation by the Consulate of the country, in which the document was to be recognized.

In order to facilitate recognition of a document abroad, an international treaty regarding mutual recognition of documents was signed by many countries, including the U.S. and Germany.

This treaty is called the "Hague Convention Abolishing the Requirements of Legalization for Foreign Public Documents." According to that treaty, a document originating in one Convention country is recognized in all other Convention countries if it bears the so-called "APOSTILLE" stamp, which is a validation performed by the superior office in the country and state (province) where it was issued.

☞ In the United States, the Secretary of State and the Deputy Secretary of State of the individual U.S. States provide the "Apostille".

Sample of an Apostille

<b>APOSTILLE</b> (Convention de LaHaye du 5 octobre 1961)	
1. Country:.....	
This public document.....	
2. has been signed by.....	
3. acting in the capacity of.....	
4. bears the seal/stamp of.....	
.....	
Certified	
5. at.....	6. the.....
7. by.....	
8. No.....	
9. Seal/Stamp:	10. Signature:
.....	.....

Please note that in cases where both countries have signed the Hague convention, the "Apostille" procedure has to be followed. The convention expressly rules out the old validation procedure performed by the Consulates. In cases where one or both countries are not party to the Hague convention, the old validation procedure involving the Consulates is still used.

If you need an *Apostille* please contact the State where the document was originally issued.

You will need to submit the original document with a request to have the apostille attached.

Following is a list of

## STATE AUTHORITIES

**Alabama:** Office of the Secretary of State, State Capitol, Bainbridge St., Montgomery, AL 36130,  
☎ 334-242-7205. Fee: \$5.00. Designated Authority: Secretary of State

**Alaska:** Lieutenant Governor, P.O. Box 110015, Juneau, AK 99811,  
☎ 907-465-3509. Fee: \$2.00. Designated Authority: Lieutenant Governor; Attorney General; Clerk of the Supreme Court

**Arizona:** Office of the Secretary of State, Public Services Department, 7th Floor, 1700 W. Washington, Phoenix, AZ 85007,  
☎ 602 542-4086. Fee: \$3.00. Designated Authority: Secretary of State; Assistant Secretary of State.

**Arkansas:** Office of Secretary of State, Notary Division, State Capitol, Little Rock, AR 72201-1094,  
☎ 501-682-3409. Fee: \$10.00. Designated Authority: Secretary of State; Chief Deputy Secretary of State.

**California:** Office of the Secretary of State, P.O. Box 942877, Sacramento, CA 94277-0001,  
☎ 916-653-3595. Fee: \$20.00. Designated Authority: Secretary of State; any Assistant Secretary of State; any Deputy Secretary of State.  
☎ 303-894-2680. Fee: By Mail: \$2.00. While You Wait: \$17.00. Designated Authority: Secretary of State; Deputy Secretary of State.

**Connecticut:** Office of the Secretary of State, Authentications, 30 Trinity St., Hartford, CT 06106,  
☎ 203-566-5273. Fee: \$20.00. Designated Authority: Secretary of State; Deputy Secretary of State.

**Delaware:** Office of Secretary of State, Notary Division, P.O. Box 898, Dover, DE 19903,  
☎ 302-739-3077; 302-739-3756. Fee: \$10.00. Designated Authority: Secretary of State; Acting Secretary of State.

**District of Columbia:** Office of the Secretary, D.C., Notary Commissions & Authentications Section, 441 4th Street, N.W., Room 1C090, Washington, D.C. 20001;  
☎ 202-727-3117. Fee: \$10.00. Designated Authority: Executive Secretary; Assistant Executive Secretary; Mayor's Special Assistant and Assistant to the Executive Secretary; Secretary of the District of Columbia.

**Florida:** Department of State, Bureau of Notaries Public, The Capitol Building, Suite 1801, Tallahassee, FL 32399-0250,  
☎ 904-413-9732. Fee: \$10.00. Designated Authority: Secretary of State

**Georgia:** Secretary of State, Notary Division, 2 Martin Luther King Drive, West Tower, Suite 820, Atlanta, GA 30334,  
☎ 404-656-2899. Fee: \$3.00. Designated Authority: Secretary of State; Notary Public Division Director.

**Hawaii:** Office of the Lieutenant Governor, Box 3226, Honolulu, HI 96802,  
☎ 808-586-0255. Fee: \$1.00. Designated Authority: Lieutenant Governor of the State of Hawaii.

**Idaho:** Office of Secretary of State, Box 83720, Boise, ID 83720,  
☎ 208-334-2300. Fee: \$10.00. Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk. Web site:  
<http://www.idsos.state.id.us/notary/apostill.htm>

**Illinois:** Office of the Secretary of State, Index Department, 111 E. Monroe St., Springfield, IL 62756,  
☎ 217-782-0646. Fee: \$2.00. Designated Authority: Secretary of State; Assistant Secretary of State; Deputy Secretary of State.

**Indiana:** Office of Secretary of State, Statehouse, Suite 201, Indianapolis, IN 46204,  
☎ 317-232-6542. Fee: \$0.50. Designated Authority: Secretary of State; Deputy Secretary of State

**Iowa:** Office of Secretary of State, Hoover Office Building, Second Floor, Des Moines, IA 50319,  
☎ 515-281-5204. Fee: \$5.00. Designated Authority: Secretary of State; Deputy Secretary of State

**Kansas:** Office of Secretary of State, State Capitol, Second Floor, Topeka, KS 66612,  
☎ 913-296-2744. Fee: \$5.00. Designated Authority: Secretary of State; Assistant Secretary of State; any Deputy Assistant Secretary of State.

**Kentucky:** Office of Secretary of State, Capitol Building, P.O. Box 718, Frankfort, KY 40602-0178,  
☎ 502-564-7330. Fee: \$5.00. Designated Authority: Secretary of State; Assistant Secretary of State. Web site <http://www.sos.state.ky.us/ADMIN/APOST.HTM>

Louisiana: Office of Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125,  
☎ 504-342-4981. Fee: \$5.00. Designated Authority: Secretary of State.

Maine: Office of Secretary of State, Bureau of Corporations, Elections and Commissions, Statehouse Station 101, Augusta, ME 04333,  
☎ 207-287-3676. Fee: \$10.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Maryland: Office of Secretary of State, Statehouse, Annapolis, MD 21401,  
☎ 410-974-5520. Fee: \$5.00. Designated Authority: Secretary of State.

Massachusetts: Deputy Secretary of the Commonwealth for Public Records, Room 1719, Commissions, 1 Ashburton Place, Boston, MA 02108,  
☎ 617-727-2795. Fee: \$3.00.

Michigan: Department of State, Office of the Great Seal, Lansing, MI 48918-1750,  
☎ 517-373-2531. Fee: \$1.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Minnesota: Secretary of State's Office, 180 State Office Bldg., St. Paul, MN 55155,  
☎ 612-297-9102. Fee: \$5.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Mississippi: Office of Secretary of State, P.O. Box 136, Jackson, MS 39205-0136,  
☎ 601-359-1615. Fee: \$5.00. Designated Authority: Secretary of State; any Assistant Secretary of State.

Missouri: Office of Secretary of State, Commission Division, P.O. Box 784, Jefferson City, MO 65102,  
☎ 314-751-2336. Fee: \$10.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Montana: Office of Secretary of State, Room 225, Box 202801, State Capitol, Helena, MT 59602,  
☎ 406-444-5379. Fee: \$2.00. Designated Authority: Secretary of State; Chief Deputy Secretary of State; Government Affairs Bureau Chief.

Nebraska: Office of Secretary of State, Notary Division, Room 1303, Box 95104, State Capitol, Lincoln, NE 68509,  
☎ 402-471-2558. Fee: \$10.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Nevada: Office of Secretary of State, State Capitol Complex, Carson City, NV 89710,  
☎ 702-687-5203. Fee: \$20.00. Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State.

New Hampshire: Office of Secretary of State, Statehouse, Room 204, Concord, NH 03301,  
☎ 603-271-3242. Fee: \$5.00. Designated Authority: Secretary of State; Deputy Secretary of State

New Jersey: Department of State, Division of Commission Recording, Notary Section, CN 452, Trenton, NJ 08625, ☎ 609-530-6421. Fee: Regular Service: \$25.00. Expedited Service: \$35.00. Designated Authority: Secretary of State; Assistant Secretary of State

New Mexico: Office of the Secretary of State, State Capitol Building, Room 421, Santa Fe, NM 87503,  
☎ 505-827-3600. Fee: \$3.00. Designated Authority: Secretary of State.

New York:

1. Upstate Counties: Miscellaneous Records, 162 Washington Ave., Albany, NY 12231,  
☎ 518-474-4770. Fee: \$10.00.  
Designated Authority: Secretary of State; Executive Deputy Secretary of State; any Deputy Secretary of State; any Special Deputy Secretary of State.
2. Down State Counties: New York authorities in Albany advise that documents issued in the nine down state counties are authenticated under the Convention by the New York City office. The nine down state counties are New York, Kings, Queens, Bronx, Westchester, Nassau, Suffolk, Rockland and Richmond. The address of the New York Department of State, Certification Unit is 6th Floor, 270 Broadway, New York, New York 10007,  
☎ 212-417-5684. Fee: \$10.00.

North Carolina: Office of Secretary of State, Authentication Division, 300 N. Salisbury Street, Raleigh, N.C. 27603-5909, 919-733-4129. Fee: \$6.25. Designated Authority: Secretary of State; Deputy Secretary of State

North Dakota: Office of Secretary of State, Capitol Building, Bismarck, ND 58505,  
☎ 701-328-2900. Fee: \$10.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Ohio: Office of the Secretary of State, 30 East Broad St., 14th Fl., Columbus, OH 43266-0418,  
☎ 614-466-2585. Fee: \$5.00. Designated Authority: Secretary of State; Assistant Secretary of State.

Oklahoma: Office of Secretary of State, 2300 N. Lincoln, Room 101, Oklahoma City, OK 73105,  
☎ 405-521-4211. Fee: \$25.00 (cashiers check or money order). Designated Authority: Secretary of State; Assistant Secretary of State; Budget Officer of the Secretary of State.

Oregon: Office of Secretary of State, 255 Capitol St., Suite 151, Salem OR 97310,  
☎ 503-986-2200. Fee: \$10.00. Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State.

Pennsylvania: Department of State, Bureau of Commissions, Elections and Legislation, North Office Building, Room 304, Harrisburg, PA 17120,

☎ 717-787-5280. Fee: \$15.00. Designated Authority: Secretary of the Commonwealth; Any Deputy Secretary of the Commonwealth, Commissioner of the Bureau of Commissions, Elections and Legislation. Rhode Island: Office of Secretary of State, Notary Division, 100 N. Main St., Providence, RI 02903, ☎ 401-277-1487. Fee: \$5.00. Designated Authority: Secretary of State; First Deputy Secretary of State; Second Deputy Secretary of State

South Carolina: Office of Secretary of State, P.O. Box 11350, Columbia, SC 29211, ☎ 803-734-2119. Fee: \$2.00. Designated Authority: Secretary of State

South Dakota: Office of Secretary of State, 500 East Capitol, Pierre, SD 57501-5077, ☎ 605-773-5004. Fee: \$2.00. Designated Authority: Secretary of State; Deputy Secretary of State

Tennessee: Office of Secretary of State, James K. Polk Building, 18th Floor, Nashville, TN 37243-0306, ☎ 615-741-3699. Fee: \$2.00. Designated Authority: Secretary of State.

Texas: Office of Secretary of State, P.O. Box 12079, Austin, TX 78711, ☎ 512-463-5705. Fee: \$10.00. Designated Authority: Secretary of State; Assistant Secretary of State

Utah: Office of the Lieutenant Governor, State Capitol, Room 203, Salt Lake City, UT 84145-8414, ☎ 801-538-1040. Fee: Certifying Notary's Seal: \$10.00. Apostille: \$5.00. Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant.

Vermont: Office of Secretary of State, 109 State St., Montpelier, VT 05609-1103, ☎ 802-828-2308. Fee: \$2.00. Designated Authority: Secretary of State; Deputy Secretary of State.

Virginia: Office of Secretary of Commonwealth, Authentications Division, P.O. Box 2454, Richmond, VA 23219, ☎ 804-786-2441. Fee: \$10.00. Designated Authority: Secretary of the Commonwealth; Chief Clerk, Office of the Secretary of Commonwealth.

Washington: Department of Licensing, Business and Professions Division, Notary Section, P.O. Box 9027, Olympia, WA 98507-9027, ☎ 360-586-4575. Fee: \$15.00. Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.

West Virginia: Office of Secretary of State, 1900 Kanawha Blvd. East, Capitol Building, No. 157-K, Charleston, WV 25305-0770, ☎ 304-558-6000. Fee: \$5.00. Designated Authority: Secretary of State; Under Secretary of State; any Deputy Secretary of State.

Wisconsin: Office of Secretary of State, P.O. Box 7848, Madison, WI 53707-7848, ☎ 608-266-5503. Fee: \$5.00. Designated Authority: Secretary of State; Assistant Secretary of State.

Wyoming: Office of Secretary of State, The Capitol, Cheyenne, WY 82002-0020, ☎ 307-777-5342. Fee: \$3.00. Designated Authority: Secretary of State; Deputy Secretary of State.

American Samoa: Office of the Governor, Pago Pago, AS 96799, ☎ 011-684-633-4116. Designated Authority: Secretary of American Samoa; Attorney General of American Samoa.

Guam (Territory of): Office of the Governor, P.O. Box 2950, Agana, GU 96910, ☎ 011-671-472-1537. Designated Authority: Director, Department of Administration; Acting Director, Department of Administration; Deputy Director, Department of Administration; Acting Deputy Director, Department of Administration.

Northern Mariana Islands (Commonwealth of the): Designated Authority: Attorney General; Acting Attorney General; Clerk of the Court, Commonwealth Trial Court; Deputy Clerk, Commonwealth Trial Court

Puerto Rico (Commonwealth of): Office of the Secretary of State, Department of State, Box 3271, San Juan, PR 00902-3271, ☎ 809-723-4334. Designated Authority: Under Secretary of State; Assistant Secretary of State for External Affairs; Assistant Secretary of State; Chief, Certifications Office; Director, Office of Protocol.

U.S. Virgin Islands: Office of the Lieutenant Governor, 7 & 8 King St., Christiansted, St. Croix, USVI 00802, ☎ 809-774-2991. No authority designated; refer requests to the U.S. Department of State, Authentications Office, 2400 M St. N.W., Washington, D.C. 20520, (202) 647-5002

While we endeavor to provide up-to-date information, fees may have changed subsequent to this publication. Please consult the appropriate Secretary of State to verify fees before submitting the payment.

American Consulate General, Consular Section, Koeniginstr. 5, 80539 Munich, Tel: (089) 28880, Internet: [www.usembassy.de](http://www.usembassy.de)

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