

Authentication of Educational Documents to obtain an APOSTILLE (ah-poh-STEEL)

Leslie Conley, August 2, 2013

I am a Notary Public in Texas A&M University-Commerce's Registrar's Office and have helped many students & alumni that must provide authenticated official Texas A&M University-Commerce transcripts and diplomas* (educational documents) to different countries, embassies, universities, and employers around the world. A document called an **apostille**, a method for documents to be certified from country to country, is recognized by many (but not all) countries as authenticating or legalizing documents. Page 8 of this document is a status table of countries that recognize the apostille. For countries that are not on this list, there are more steps involved. Those steps will follow on subsequent pages of this document. ***NOTE:** If you have additional documents from other schools, they will need to be certified by each individual school. I cannot certify documents for other schools. You may, however, use the documents you get from me as examples for other schools to follow in producing a similar document from their institution(s).

What is an apostille? An apostille is a form of certification "to abolish the requirement of diplomatic or consular legalization for foreign public documents". In Texas, the Texas Secretary of State is the authority that issues apostilles. The apostille is the certification by the Texas Secretary of State that the Notary Public has a valid commission to act on the state's behalf as a Notary Public.

I strongly recommend that you submit both your Texas A&M University-Commerce diploma(s) and your Texas A&M University-Commerce official transcript(s) for authentication at the same time. Most countries, universities, licensing boards, and employers require both documents as proof of a degree. This will ensure that you have provided both the official record of your courses and dates of study (your official transcript) as well as your diploma certificate.

For Official Texas A&M University-Commerce Transcripts: I will need an official Texas A&M University-Commerce transcript. You can bring me one (or more) if you have it. Texas A&M University-Commerce official transcripts can be ordered here: <http://web.tamuccommerce.edu/admissions/registrar/documents/transcript.pdf>. In the address to be mailed section of the form, write **DELIVER TO NOTARY PUBLIC-LESLIE CONLEY, REGISTRAR'S OFFICE** so that your transcript will go directly to the Notary Public. There is no charge for transcripts.

For Texas A&M University-Commerce Diplomas:

I will need an original Texas A&M University-Commerce diploma(s). Diploma(s) can be ordered here:

<http://web.tamuccommerce.edu/admissions/registrar/documents/duplicateDiploma.pdf>.

When you order your diploma(s), somewhere on the form write **DELIVER TO NOTARY PUBLIC – LESLIE CONLEY, REGISTRAR'S OFFICE** so that your diploma(s) will go directly to the Notary Public. There is a \$30 fee for a duplicate diploma.

Once I receive your official Texas A&M University-Commerce transcript(s), I prepare a letter of authentication and have it signed by a Texas A&M University-Commerce official. The official's signature authenticates the official Texas A&M University-Commerce transcript. On this same letter, I witness the official's signature as a Notary Public for the State of Texas and apply my notarial seal. In this way, I am backing up the official who has just backed up your official Texas A&M University-Commerce transcript. If you are providing documents to more than one place, order enough official transcripts to send one to each of them. I can make as many certified copies of diplomas as necessary, but must send authenticated original transcripts for the apostille process.

Similarly, once I receive your original diploma(s), I prepare a letter of authentication and have it signed by a Texas A&M University-Commerce official. The official's signature authenticates the Texas A&M University-Commerce diploma(s). On this same letter, I witness the official's signature as a Notary Public for the State of Texas and apply my notarial seal. In this way, I am backing up the official who has just backed up your Texas A&M University-Commerce diploma(s). Here is where the diploma process differs from the transcript process: I then make a certified copy of each Texas A&M University-Commerce diploma to which I attach the letter of authentication and letter confirming that I personally made the certified copy of the diploma(s). I then return the original diploma(s) to the Graduation Coordinator in the Registrar's Office to be mailed to you or for pickup in these offices.

At this point, your documents are ready to be sent to the Texas Secretary of State to receive the apostille(s).

Leslie Conley, Notary Public for the State of Texas

Administrative Assistant, Texas A&M University-Commerce, Registrar's Office
PO Box 3011, Commerce, TX 75429

T: 903-886-5068 F: 903-886-5888 E: Leslie.Conley@tamuc.edu

Apostille Forms, Money Orders, & Envelopes Checklist

Official Texas A&M University-Commerce Transcript(s) (Original transcripts must be sent for the apostille process so send as many original transcripts as needed if going to more than one school, company, etc.)

Original Texas A&M University-Commerce Diploma(s) (Originals needed for authentication, but certified copy/copies will be made and the original diploma(s) will be returned to you.)

Country is ON Hague Status List (list is on page 8)

Forms to Paperclip to Envelopes:

1. Texas Secretary of State Request for Apostille form
2. Payment Choice:
 - a. Texas Secretary of State Credit Card Form
 - b. Money Order

If Money Order is your payment choice, make payable to Texas Secretary of State:

of Apostilles X \$15.00 = \$_____

Fed Ex/UPS/USPS Envelopes Pre-Addressed & Prepaid to:

1. Texas Secretary of State
2. Where you want the Texas Secretary of State to return your documents to (You at home or abroad OR the school, company, etc in the country you are going to)

Country is NOT ON Hague Status List (list is on page 8)

Forms to Paperclip to Envelopes:

1. Texas Secretary of State Request for Apostille form
2. US Department of State Authentications Cover Letter
3. Legalization of Educational Documents Request form

Money Orders to

1. Texas Secretary of State: # of Apostilles X \$15.00 = \$_____
 2. US Department of State: # of Apostilles X \$8.00 = \$_____
 3. Embassy of _____: # of Apostilles X \$_____ = \$_____
- call or check their website for cost of legalization of educational documents

Fed Ex/UPS/USPS Envelopes Pre-Addressed & Prepaid to:

1. Texas Secretary of State
2. US Department of State in Washington, DC
3. Embassy of _____ in Washington, DC
4. Where you want the Embassy to return your documents to (You at home or abroad OR the school, company, etc in the country you are going to)

<p>Form #2102 Rev. 06/2009</p> <p>Submit to: Authentications Unit Texas Secretary of State PO Box 13550 Austin, TX 78711-3550</p> <p>512-463-5705 authentications@sos.state.tx.us</p> <p>Document Fee: \$15.00</p>	 <p>REQUEST FOR OFFICIAL CERTIFICATE OR APOSTILLE</p>	<p>NOT FOR USE IN PROCEEDINGS RELATING TO THE ADOPTION OF ONE OR MORE CHILDREN</p>
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Requestor Information

Name: _____

Address: _____
Street City State Zip

Phone: (_____) _____ Email: _____

Consulate/Embassy/Country where document(s) will be presented: _____

Official Certificate for Certified Records

Type of Record: _____

Number of Official Certificates Requested: _____

Apostille for Notarized Documents

Name of Notary Public: Leslie Conley

Date Commission Expires: August 2, 2017 Number of Apostilles Requested*: _____

** One apostille will cover one set of Official Transcripts and corresponding Diploma(s). If multiple transcripts are being sent, order the same number of apostilles as the number of transcripts.*

Instructions

- **Fee.** The fee for an official certificate or apostille is \$15.00 per certificate or apostille. Fees may be paid by personal checks, money orders, LegalEase debit cards, or MasterCard, Visa, and Discover credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the Texas Secretary of State. If paying by credit card, fees are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees, and Form 2101 must also be included.
- **Multiple Requests.** When requesting two or more certificates or apostilles, remit one payment for the total amount. You must complete a separate form for each public official or notary public.
- **Materials and Return of Documents.** The complete, original, certified record or notarized document to be authenticated must be submitted with this form. If the authentication request concerns a translation, the complete document includes both the notarized translation and the document being translated. *The document, fees, and form must be submitted with an appropriately sized self-addressed, postage pre-paid envelope for return of documents.*
- **Delivery.** Materials may be delivered by mail to PO Box 13550, Austin, TX 78711-3550 or by overnight mail or hand delivery to Room B-05, James Earl Rudder Office Building, 1019 Brazos Street, Austin, TX 78701. Hand-delivered documents are accepted weekdays between the hours of 8:00 a.m. and 4:30 p.m.

TEXAS SECRETARY OF STATE
 STATUTORY DOCUMENTS SECTION
 PO BOX 13550, AUSTIN, TX 78711-3550



PAYMENT FORM **2101**

FAX: (512) 463-0873
 PHONE: (512) 463-5705
 authentications@sos.state.tx.us

PLEASE PRINT OR TYPE

Name of Cardholder: _____
 Name of Requestor: _____
 Billing Address: _____
Street City State Zip
 Phone: (____) _____ Fax: (____) _____
 Email: _____
 Type of Document to be Filed: **Educational Documents: Diploma(s) and/or Official Transcripts**
 Name on Document: _____ File Number: _____

Credit/Debit Card	OR	LegalEase Card
<i>Fees paid by credit card are subject to a convenience fee (currently 2.7%) of the total fees incurred.</i>		<i>For information about LegalEase, call 1-800-253-5749.</i>
___ VISA ___ MASTERCARD ___ DISCOVER		Account Number: _____ - _____ - _____ - _____
Card Number: _____ - _____ - _____ - _____		Client Number: _____
Expiration Date: _____ - _____		Case Number: _____
Signature: _____		Signature: _____

FOR TEXAS SECRETARY OF STATE USE ONLY	
Employee Name:	<input type="checkbox"/> PROCESSED
Date:	<input type="checkbox"/> REJECTED
	Filing Fee(s): \$
CID Number: S.O. Number:	Search Fee(s): \$
	Certificate(s): \$
	Copies: \$
	Mailing Fee(s) \$
	Credit Card Convenience Fee (2.7%): \$
	TOTAL AMOUNT: \$

Request for Charge of Credit/Debit Card for Mailing Fees

PRINT OR TYPE ALL INFORMATION EXCEPT SIGNATURE

Name: _____

Address: _____
Street City State Zip

Phone: (_____) _____ Email: _____

Date: _____

**Authentications Unit
Texas Secretary of State
PO Box 13550
Austin, TX 78711-3550**

To whom it may concern:

I am paying for my Request for Apostille by Credit/Debit Card using the Texas Secretary of State Form #2101 which is enclosed.

I would like to request that you also charge my Credit/Debit Card for mailing my documents to the address given below.

- Please send via **OVERNIGHT LETTER** through DHL, FedEx, UPS type service.
- Please send via **REGULAR LETTER** through DHL, FedEx, UPS type service.
- Please send via regular mail/post.

The address to mail my documents to is:

Thank you very much for your time and consideration of my request.

Best regards,

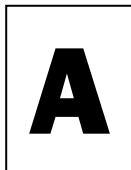
Signature

If the country you are going to is **ON THE MEMBER/NON-MEMBER Status Table on page 8 of this document, go no further.**

If the country you are going to is **NOT ON THE MEMBER/NON-MEMBER Status Table on page 8 of this document**, then your documents will require further Legalization by the US Department of State and the Washington DC Embassy of the country you are going to prior to submitting them to the final destination in country (University, Employer, Licensing Board, etc). To expedite the process as much as possible, provide the following forms, money orders, and prepaid & preaddressed envelopes to the A&M-C Notary Public in addition to your diploma(s) and transcript(s): **(Note: Money Orders clear much faster than personal checks)**

After the Texas Secretary of State issues the apostille(s) you requested, the documents need to go to the US Department of State in Washington, DC, for further authentication. Complete and include the Authentications Cover Letter and a money order made out to the US Dept of State for each authentication of apostille: charge is \$8.00 each. Enclose these in a prepaid letter size (8 1/2 X 11) envelope (UPS, FedEx, DHL, or USPS) addressed to:

Your Name
Address
City, State, ZIP

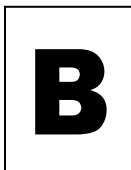


Authentications Office
U.S. Department of State
518 23rd Street, N.W. SA-1
Washington, DC 20520

This envelope, your money order, & request form will be included inside the envelope addressed to the Texas Secretary of State.

After the US Department of State issues the apostille(s) you requested, the documents need to go to the Washington DC office of the Embassy of _____ Educational Documents Legalization Section. Include a Legalization of Educational Documents Request and a money order made out to the Embassy: check the Embassy's website or call and ask what the fee is for legalization of educational documents. Enclose these in a prepaid letter size (8 1/2 X 11) envelope (UPS, FedEx, DHL, or USPS) addressed to:

Your Name
Address
City, State, ZIP



Educational Documents Legalization Section
Embassy of _____

Street/Mailing Address of Embassy

Find Embassy Addresses:

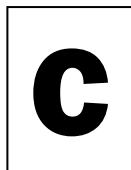
<http://www.embassy.org/embassies/>

Washington, DC _____
Zip Code

Fold this envelope, your money order, & request form and place INSIDE envelope A going to the US Department of State.

After the Embassy of _____ Educational Documents Legalization Section finishes with your documents, they can either return them to you OR send them on to whatever final destination address in the country that requires them (University, Employer, Licensing Board, etc.). This final envelope does not require a money order. Please enclose a prepaid letter size (8 1/2 X 11) envelope (UPS, FedEx, DHL, or USPS) addressed to:

Your Name
Address
City, State, ZIP



Yourself, University, Employer, Licensing Board, Etc.

Street/Mailing Address

City, State, Zip, Country, Postal Code

Fold this envelope and place it INSIDE envelope B going to the Embassy's Educational Documents Legalization Section.

ENVELOPE B should have three things inside it: this form, the Money Order made payable to the Embassy of _____ AND Envelope C (which is the final stop for your documents: either back to you or on to the addressee you provide in the receiving country).

Legalization of Educational Documents Request

Locate Embassy addresses in Washington, DC on the internet at <http://www.embassy.org/embassies/>

To find the fees and the mailing address on the Embassy's web site, search for **Legalization of Educational Documents**.

EDUCATIONAL DOCUMENTS LEGALIZATION SECTION

Embassy of _____
Name of Country

Street/Mailing Address

Washington, DC _____
Zip Code

REQUESTOR'S INFORMATION ***PLEASE PRINT CAREFULLY***

Full Name of Person Making Request

Date of Request

Requestor's Email Address 1

Requestor's Email Address 2

(____)_____
Day Time Phone Number

Street/Mailing Address

City

State

Zip/Postal Code

Country

To whom it may concern:

Enclosed are my educational documents for legalization. I understand the fee is \$_____ for each educational document. I have enclosed a money order payment in the amount of \$_____ for the legalization fees.

I have also enclosed a prepaid, preaddressed 8 1/2 X 11 letter sized envelope for you to send my documents once you have completed the legalization.

If I can provide any further information, please contact me at the email addresses or phone number provided above.

Best regards,

Signature of Requestor

Hague Conference on Private International Law
Convention Abolishing the Requirement of Legalization for Foreign Public Documents
5 October 1961
Entry into force : 1 January 1965

Last update: July 16, 2009 Number of Contracting States to this Convention: 97

STATUS TABLE

Member States of the Organisation
Albania
Argentina
Australia
Austria
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
China, People's Republic of
Croatia
Cyprus
Czech Republic
Denmark
Ecuador
Estonia
Finland
France
Georgia

Germany
Greece
Hungary
Iceland
India
Ireland
Israel
Italy
Japan
Korea, Republic of
Latvia
Lithuania
Luxembourg
Malta
Mexico
Monaco
Montenegro
Netherlands
New Zealand
Norway

Panama
Poland
Portugal
Romania
Russian Federation
Serbia
Slovakia
Slovenia
South Africa
Spain
Suriname
Sweden
Switzerland
The former Yugoslav Republic of Macedonia
Turkey
Ukraine
United Kingdom of Great Britain and Northern Ireland
United States of America
Venezuela

Non Member States
Andorra
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas
Barbados
Belize
Botswana
Brunei Darussalam
Cape Verde
Colombia
Cook Islands
Dominica

Dominican Republic
El Salvador
Fiji
Grenada
Honduras
Kazakhstan
Lesotho
Liberia
Liechtenstein
Malawi
Marshall Islands
Mauritius
Moldova, Republic of
Mongolia

Namibia
Niue
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Seychelles
Swaziland
Tonga
Trinidad and Tobago
Vanuatu

Member States http://www.hcch.net/index_en.php?act=conventions.status&cid=41#mem

Non-Member States http://www.hcch.net/index_en.php?act=conventions.status&cid=41#nonmem

NOTE: If the country you will be sending your documents to does not appear on this page, you may need further authentication from the US Department of State in Washington, D.C. and following that, further legalization from the receiving Country's Embassy/Consulate in Washington, DC. PLEASE search the Embassy website of the country for Legalization of Educational Documents for the fee(s), address, and request form. Locate Embassy/Consulate addresses in Washington, DC on the internet at <http://www.embassy.org/embassies/>