

APOSTILLE

The literal meaning of *apostille* is certification. The apostille is a result of the Hague Convention, a treaty between over 100 countries which allows documents issued in one country to be accepted in another.

Apostille only pertains to public documents. Primary examples of public instruments are marriage, birth and death certificates as well as court documents, patents **and transcripts, diplomas or certificates.**

Medaille College transcripts, diplomas or certificates must be certified by the Registrar's Office as official records of Medaille College. The registrar's signature must be notarized.

How to obtain an Apostille

- Phone the Registrar's Office for an appointment. (716-880-2365).
- Bring your original diploma, certificate and /or transcript to the Registrar's Office.
- We will authenticate, notarize and return your documents to you.
- Take your documents to the Erie County Clerk's Office at 92 Franklin St, Buffalo, NY 14202. (716-858-8865). There is a \$3 fee per Authentication.
- Take or send your document(s) to:
 - Department of State
 - Miscellaneous / State Records Bureau
 - One Commerce Plaza
 - 99 Washington Ave
 - Albany, NY 12231
 - (518-474-4770)

If mailing your document(s), you should include a cover letter stating the following:

1. Request the Secretary of State to attach an apostille to the document(s) enclosed.
2. Name of country to which the document(s) will be sent (Guam, Philippines, Northern Mariana Islands, United State Virgin Islands, and Puerto Rico, as territories of the US are not considered foreign countries).
3. Your phone number and address. **** - you must include a self-addressed, stamped envelope for return of documentation.**
4. A certified check, bank draft, money order or attorney check (no personal checks) in the amount of \$10.00 made payable to "New York Department of State".

If you give the County Clerk's Office your document(s) with a self-addressed, postage-paid envelope to the Department of State, the \$10.00 fee, and cover letter to the Department of State, the County Clerk's Office will send it to the Department of State on your behalf.

NYS apostille link: <http://www.dos.state.ny.us/corps/apostille.html>