

# **Secretary of State**

## **APOSTILLE/AUTHENTICATION SERVICE**

**POR FAVOR LLENE ESTA FORMA SI VA APOSTILLAR UN DOCUMENTO.**

DATE \_\_\_\_\_

The Number of documents to be processed \_\_\_\_\_

The Country requiring the document \_\_\_\_\_

### **RECEIPT INFORMATION (PLEASE PRINT)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

ZipCode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### **(Office Use Only)**

Total Payment: \$ \_\_\_\_\_ Change Due, if any: \$ \_\_\_\_\_

Document Number \_\_\_\_\_

The Secretary of State is the office in Oklahoma authorized to issue an Apostille or Authentication for documents going to a foreign country. Apostilles are accepted by countries that are a party to the Hague Conference on Private International Law. A listing of the countries which are a party to the Conference is available at [www.hcch.net](http://www.hcch.net). Countries that are NOT a party to the Hague Conference, will be issued an Authentication.

An Apostille or Authentication may be attached to an original notarized document, or a certified copy of a recordable document issued by an Oklahoma statewide officer. Documents may include the following: Oklahoma birth certificate, marriage license, divorce decree, background check, Power of Attorney, survivor certificate, school transcript, and adoption document. **Please note \*\* Any marriage license, divorce decree, and any court certified document, must be dated within the past year. To obtain a current certified copy of a court issued document, please contact the County Court Clerk's office in which the document was issued. To obtain a certified copy of an Oklahoma birth certificate, please contact the Oklahoma State Department of Health. (405) 426-8880.**

The statutory fee for an Apostille is \$25.00 per notarial act or certified document. If the **Apostille** is requested for use in proceedings related to an international adoption, the fee is \$10.00 per Apostille. The statutory fee for an **Authentication** is \$20.00 per notarial act, certified document, or international adoption proceedings. Payments made in person must be in the form of cash, cashier's check, money order, credit card, or business check. Payments made by mail with documents must be in the form of certified cashier's check, money order, or business check made payable to: Oklahoma Secretary of State. Personal checks are not accepted for the service of Apostille / Authentication.

**Please note\*\* Payment made by credit card will include a 4% convenience fee and proper identification must be provided.**

Hours of operation: Monday — Friday, 8:00am — 4:30pm. Documents submitted via mail must include a cover letter specifying the country requiring the document, a valid telephone number, or email address (should we need to contact you regarding the items submitted), and the mailing address for return. The pre-drafted cover page (found in [Frequently Asked Questions](#)) may be used in lieu of a cover letter.

Please submit to:  
Oklahoma Secretary of State  
Attn: Certification Department  
421 NW 13th St, Suite 210  
Oklahoma City, OK 73103  
(405) 521-4211

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