



Client Service Center

Central Ohio: 614-728-9200

Toll Free: 877-767-3453

Records@OhioSoS.gov

For more information: OhioSoS.gov

MAILING ADDRESS:

Ohio Secretary of State

Client Service Center

180 Civic Center Dr.

Columbus, OH 43215-4138

**Please read carefully to avoid rejection of your documents.
For questions, go to OhioSoS.gov and select Records.**

PROCESSING TIMES

- Documents are processed within two to three days of receipt.
- If you require faster service, documents may be delivered in person to the Secretary of State's office.

INSTRUCTIONS

1. Fill out the Request for Authentication/Apostille form completely.
2. Mail the documents to the address on the request form.
3. The fee is \$5 per document.
 - The **exact** fee is required.
 - **DO NOT SEND CASH.**
4. Acceptable Payment Types:
 - Check or money order.
 - Credit card authorization form.
5. You **MUST** include:
 - Completed Authentication/Apostille form.
 - Self-addressed/stamped envelope or Prepaid express delivery label.
 - The document(s) to be authenticated or apostilled.

DOCUMENTS ACCEPTABLE FOR AUTHENTICATION/APOSTILLE

- Original documents certified by an Ohio official.
- Birth and Death certificates certified by the Ohio Department of Health.
- Certified copies of marriage licenses or certificates.
 - For copies, contact the probate court where the marriage license was issued for copies.
- Certified copies of divorce decrees, probated wills, judgments, and citizenship.
 - For copies, contact the county Clerk of Court's office where the document was filed for copies.
- Certified copies of business entity documents on file at Ohio Secretary of State's office.
- Documents properly notarized by an Ohio notary public.

DOCUMENTS THAT WILL BE REJECTED

- Improperly notarized documents.
- Documents notarized by notary public commissioned in a state other than Ohio or a foreign country.
- Original documents certified by an official of a state other than Ohio or a foreign country.
- FBI background checks.
- Documents related to citizenship, unless issued by an Ohio county Clerk of Court.
- Documents issued under a federal seal or by a federal court.
- Originals or photocopies from the Departments of Justice, Treasury, Homeland Security, Health and Human Services, and U.S. Patent and Trademark.
- If the country where the documents are going is listed as the United States of America.

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Authentication/Apostille Request Form

\$5.00 fee per document

COMPLETE ALL SECTIONS

Date (MM/DD/YYYY)	Number of documents
COUNTRY (where documents are going)	

REQUESTOR INFORMATION

Name of requestor	
Telephone number	Email address

RETURN DOCUMENTS TO

Name			
United States address (number and street)	City	State	ZIP code

TYPE OF DELIVERY

Choose delivery option.

For time sensitive documents, we strongly recommend expedited service.

- ☐ Mail to the above address.
The customer must provide a self-addressed, stamped envelope.
- ☐ Prepaid overnight label is enclosed.

FEDERAL DOCUMENTSThe following documents will be **rejected**. These documents must be sent to the U.S. Department of State.

- FBI background checks
- Documents related to citizenship
- Document issued under seal of federal court
- U.S. Patent and Trademark

Originals or photocopies of documents from:

- Department of Justice
- Department of Treasury
- Department of Homeland Security
- Department of Health and Human Services

REQUEST CHECKLIST

- ☐ Review instructions.
- ☐ Enclose fee (\$5 per document).
- ☐ Enclose return envelope or prepaid overnight label.
- ☐ Enclose document(s) to be authenticated/apostilled.