

APOSTILLE

The United States and France are both parties to the Hague Convention which abolishes the requirement of legalization for Foreign Public Documents and simplifies the procedure necessary for French documents to be used in the United States.

Documents issued in one country which need to be used in another country must be “authenticated” or “legalized” before they can be recognized as valid in the foreign country. This is a process in which various seals are placed on the document. Such documents range from powers of attorney, affidavits, birth, death and marriages records, incorporation papers, deeds, patent applications, home studies and other legal papers. The number and type of authentication certificates that you will need to obtain depend on the nature of the document.

The *apostille* must be affixed at the government agency in the country which issued the original document. The Embassy does not have the authority to affix an *apostille* to your American documents.

In France, there is no charge for the Apostille, which normally should be ready for pick up in 24 hours.

APOSTILLE INFORMATION IN FRANCE:

For Paris Residents, please go to the following office:

PALAIS DE JUSTICE
Service Apostille
Salle des pas perdus (Kiosque accueil)
6, boulevard du Palais, 75001 Paris.
(Métro: Chatelet / Saint-Michel / Cité)
Tel: 01 44 32 51 37

Hours: 9:30 a.m. - 12:00 p.m. and 2:30-4:00 p.m.

For those outside of Paris, please go to the Procureur General or the nearest Appeals Court with questions on which documents require certification for recognition in the United States

The Office of American Services continues to perform notarial services for those wishing to execute documents in the presence of a U.S. Consular Officer. The fee is \$30.00, or the euro equivalent per initial signature/seal; each additional signature/seal provided at the same time in connection with the same transaction will cost \$20 or the euro equivalent.

Notarials are available Tuesday, Wednesday, Thursday and Friday between 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3 p.m., Tuesday, Wednesday, Thursday and Friday, except on American and French holidays. Please bring a passport or other photo ID (passport, *carte d'identité*, or driver's license) as a means of verifying your identity.

Apostille for documents issued in the U.S.

If you have a document which you want legalized for use in another Convention country, the Convention certification called an *apostille* must be affixed to the document by a competent authority. The *apostille* is a pre-printed form prescribed by the Convention.

PROCEDURE:

Since the authorities designated by the U.S. to affix the *apostille* can only attest to the validity of certain seals, it may be necessary for you to obtain some intermediate seals on your document, depending on the origin of the document, before the *apostille* can be affixed. There is no single U.S. competent authority to issue the Convention *apostille*. There are different authorities for documents originating in state and local jurisdictions, Federal courts and Federal government agencies. Contact the competent local authority who will affix the certification (*apostille*) on your document. Please see appendix B (pages 83-90) for a list of the competent authorities. If it is necessary for you to obtain some intermediate seals on your document before obtaining the Convention *apostille*, consult the appropriate state or federal authority listed.

Hague “Apostille” Authentication Certificate:

Article 7 of the Convention provides for the use of a standardized authentication certificate called an *apostille*. A sample *apostille* certificate is provided in appendix C of this guide. The *apostille* consists of the following: 1) name of country from which the document emanates; 2) name of person signing the document; 3) the capacity in which the person signing the document has acted; 4) in the case of unsigned documents, the name of the authority that has affixed the seal or stamp; 5) place of certification; 6) date of certification; 7) the authority issuing the certificate; 8) number of certificate; 9) seal or stamp of authority issuing certificate; and 10) signature of authority issuing certificate.

Fees:

Fees charged by federal and state government authorities are listed below. Please note that fees vary from state to state and are subject to change. For current fees please see www.travel.state.gov/hague_foreign_docs.html#states

FEDERAL COMPETENT AUTHORITIES:

If the Origin of the Document and/or Seal is a Federal Executive or Administrative Agency, Contact:

Authentication Office, U.S.
Department of State,
518 23rd St., N.W.,
Washington, D.C. 20520
(202) 647-5002 Fee: \$5.00

For additional information, call the Federal Information Center: 1-800-688-9889, and choose option 6 after you press 1 for touch tone phones. Walk-in service is available from the Authentication Office from 7:30 a.m. to 11 a.m. noon Monday-Friday, except holidays. Walk-in service is limited to 15 documents per person per day (documents can be multiple pages.) Processing time for authentication requests sent by mail is 5 working days or less. See also, the State Department’s Home.); www.state.gov (look under Other Services)

U.S. Courts

Clerks and Deputy Clerks of the Federal Court System.

Fee: \$5.00.

For the purposes of the Convention, clerks and deputy clerks of the U.S. Courts shall include the clerks and deputy clerks of the following: The Supreme Court of the United States, the Courts of Appeals for the First through the Eleventh Circuits and the District of Columbia Circuit, the United States District Courts, the United States Court of Claims, the United States Court of Customs and Patent Appeals, the United States Court of International Trade, the United States District Court for the District of the Canal Zone, the District Court of Guam, the District Court of the Virgin Islands, and the District Court for the Northern Mariana Islands.

Appendix B (Apostille in the U.S.)

Authentication Authorities - State, Territories and Other Jurisdictions

The following state authorities are authorized to issue the Convention *apostille* legalizing state documents:

Alabama

Office of the Secretary of State

Authentication Section

State Capitol, Room E-204

600 Dexter Ave.

Montgomery, AL 36104

334-242-7210

<http://www.sos.state.al.us/authenticate/index.htm>

Fee: \$5.00

Designated Authority: Secretary of State

Alaska

Notary Administrator

Office of the Lieutenant Governor

P.O. Box 110015

Juneau, AK 99811- 0015

907-465-3509

<http://www.gov.state.ak.us/lgov/notary/authentication.htm>

Fee: \$2.00

Designated Authority: Lieutenant Governor;
Attorney General; Clerk of the Supreme Court

Arizona

Office of the Secretary of State

Business Services Division, Notary Section

1700 W. Washington, 7th Floor

Phoenix, AZ 85007-2888

602 542-4086/ 602 542-4758

<http://www.sosaz.com/notary>

Fee: \$3.00

Designated Authority: Secretary of State; Assistant
Secretary of State.

Arkansas

Office of Secretary of State

Corporations Division

State Capitol

Little Rock, AR 72201-1094

501-682-3409

<http://www.sosweb.state.ar.us/business.html>

Fee: \$10.00

Designated Authority: Secretary of State; Chief
Deputy Secretary of State.

California

Office of the Secretary of State

Business Programs Division

Notary Public Section

P.O. Box 942877

Sacramento, CA 94277-0001

916-653-3595

<http://www.ss.ca.gov/business/notary/notary.htm>

Fee: \$20.00

Designated Authority: Secretary of State; any
Assistant Secretary of State; any Deputy Secretary
of State.

Colorado

Office of Secretary of State

1560 Broadway, Suite 200

Denver, CO 80202

303-894-2680

http://www.sos.state.co.us/pubs/info_center/2001fees.htm

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

Authentication Unit

30 Trinity St.

Hartford, CT 06106

860-509-6135

<http://www.sots.state.ct.us/recordslegislativeservice/s/authen.html#orders>

Fee: \$20.00

Designated Authority: Secretary of State; Deputy Secretary of State.

or

Office of Secretary of State

Administrative Procedures Unit

2 Martin Luther King Jr. Drive

Suite 820 - West Tower

Atlanta, Georgia 30334

404-656-2885

<http://www.sos.state.ga.us/administration/notary.htm>

Fee: \$3.00

Designated Authority: Secretary of State; Georgia Superior Court Clerks' Cooperative Authority.

Delaware

Office of Secretary of State

Notary Division

401 Federal St., Suite 3

Dover, DE 19901

302- 302/739-4111

<http://www.state.de.us/sos/sos.htm>

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 St. N.W. (One Judiciary Square)

Washington, D.C.

202-727-3117

<http://os.dc.gov/info/notary/notary.shtm#document>

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

Office of International Affairs

Notary Certification/Apostille Section

The Capitol Building

Suite 1902

Tallahassee, FL 32399-0250

804-488-7521

<http://notaries.dos.state.fl.us/notproc7.htm>

Fee: \$10.00

Designated Authority: Secretary of State

Georgia

Georgia Superior Court Clerks' Cooperative Authority

Notary Division

1875 Century Boulevard, Suite 100 Atlanta, GA 30345

404-327-6023

<http://www2.gscca.org/projects/apost.html>

Hawaii

Office of the Lieutenant Governor

State Capitol, 5th Floor,

Honolulu, Hawaii 96813

808-586-0255

<http://www.state.hi.us/lgov/page8.html>

Fee: \$1.00

Designated Authority: Lieutenant Governor of the State of Hawaii.

Idaho

Office of Secretary of State

Notary Department

Box 83720

Boise, ID 83720

208- 332-2810

<http://www.idsos.state.id.us/notary/apostill.htm>

Fee: \$10.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk.

Illinois

Office of the Secretary of State

Index Department, Notaries Public Division

111 E. Monroe St.

Springfield, IL 62756

217- 217-782-7017

<http://www.sos.state.il.us/departments/index/division.html>

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

317-232-6532

<http://www.in.gov/sos/notary/seal.html>

Fee: no charge

Designated Authority: Secretary of State; Deputy Secretary of State

Iowa

Office of Secretary of State

Lucas Building

First Floor, Public Service

Des Moines, IA 50319

515-281-5204

<http://www.sos.state.ia.us>

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

<http://www.kssos.org>

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

<http://www.kysos.com>

Designated Authority: Secretary of State; Assistant Secretary of State.

Louisiana

Office of Secretary of State

P.O. Box 94125

Baton Rouge, LA 70804-9125

504-342-4981

Fee: \$5.00

<http://www.sec.state.la.us/comm/comm-index.htm>

Designated Authority: Secretary of State.

Maine

Office of Secretary of State

Bureau of Corporations

Elections and Commissions

101 State House Station

Augusta, ME 04333-0101

207-624-7650

<http://www.state.me.us/sos/cec/rcn/notary/authapos.htm>

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

<http://www.sos.state.md.us/sos/certif/html/certif2c.html#apos>

Fee: \$5.00

Designated Authority: Secretary of State.

Massachusetts

Secretary of the Commonwealth

Public Records Division

Commissions Section

McCormack Building, Room 1719

One Ashburton Place

Boston, MA 02108

617-727-2832

<http://www.state.ma.us/sec/pre/precom/comidx.htm>

Fee: \$3.00

Michigan

Department of State

Office of the Great Seal

7064 Crowser Boulevard

Lansing, MI 48918

517-373-2531

[http://www.michigan.gov/sos/1,1607,7-127-](http://www.michigan.gov/sos/1,1607,7-127-1638_8734---,00.html)

[1638_8734---,00.html](http://www.michigan.gov/sos/1,1607,7-127-1638_8734---,00.html)

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

651-296-2803

<http://www.sos.state.mn.us/uccd/authinfo.html>

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

<http://www.sos.state.ms.us/busserv/notaries/notaries.html>

Fee: \$5.00

Designated Authority: Secretary of State; any Assistant Secretary of State.

Missouri

Office of Secretary of State

Commission Division

600 West Main, Room 367

Jefferson City, MO 65102

573-751-2783

<http://www.sos.state.mo.us/business/commissions/certify.asp>

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

<http://sos.state.mt.us/css/index.asp>

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

Box 95104

State Capitol

Lincoln, NE 68509

402-471-2558

<http://www.sos.state.ne.us/Notary/notauth.htm>

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Nevada

Secretary of State

101 N. Carson Street, #3

Carson City, NV 89701-4786

775-684-5708

<http://sos.state.nv.us/notary/apostille.htm>

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

<http://www.state.nh.us/sos/certific.htm>

Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State

New Jersey

Department of State

Notary Public Unit

Division of Commercial Recording

PO Box 452

Trenton, NJ 08625

609-530-6421

<http://www.state.nj.us/treasury/revenue/dcr/programs/notary.html>

Fee: Regular Service: \$25.00 Expedited Service: \$35.00

Designated Authority: NJ Department of the Treasury, Division of Revenue

New Mexico

Office of the Secretary of State

State Capitol North Annex, Suite 300

Santa Fe, NM 87503

505-827-3600

<http://www.sos.state.nm.us/notary-cert.htm>

Fee: \$3.00

Designated Authority: Secretary of State

New York

- Upstate Counties

Miscellaneous Records

162 Washington Ave.

Albany, NY 12231

518-474-4770

<http://www.dos.state.ny.us>

Fee: \$10.00

Designated Authority: Secretary of State; Executive Deputy Secretary of State; any Deputy Secretary of State; any Special Deputy Secretary of State.

- 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, tel: 212-417-5684. **Fee: \$10.00**

North Carolina

Office of Secretary of State

Authentication Division

PO Box 29622

Raleigh, NC 27626-0622

919-807-2140

<http://www.secretary.state.nc.us/authen>

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

North Dakota

Office of Secretary of State

Capitol Building

600 E Boulevard Ave., Dept 108

Bismarck, ND 58505

701-328-2900

<http://www.state.nd.us/sec>

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Ohio

Office of the Secretary of State

30 East Broad St.
15th Fl.
Columbus, OH 43266-0418
877-767-6446

http://www.state.oh.us/sos/authentication_of_documents_stat.htm

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

<http://www.sos.state.ok.us>

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.

<http://www.filinginoregon.com/notary/index.htm>

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

<http://www.dos.state.pa.us/bcel/certifications/certifications.html>

Fee: \$15.00

Designated Authority: Secretary of the Commonwealth; Executive Deputy Secretary of the Commonwealth.

Rhode Island

Office of Secretary of State

Notary Division

100 N. Main St.
Providence, RI 02903
401-277-1487

<http://www.corps.state.ri.us/notaries/notaries.htm>

Fee: \$5.00

Designated Authority: Secretary of State; First Deputy Secretary of State; Deputy Secretary of State

South Carolina

Office of Secretary of State

P.O. Box 11350
Columbia, SC 29211
803-734-2119

<http://www.scsos.com/notariesbc.htm>

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

http://www.state.sd.us/sos/Notaries/apostilles_and_authentications.htm

Fee: \$2.00

Designated Authority: Secretary of State; Deputy Secretary of State

Tennessee

Office of Secretary of State

James K. Polk Building

Division of Business Services

312 Eighth Avenue North
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243
615-741-3699

<http://www.state.tn.us/sos/service.htm#apostilles>

Fee: \$2.00

Designated Authority: Secretary of State.

Texas

Office of Secretary of State

P.O. Box 12079

Austin, TX 78711

512-463-5705

<http://txsos-7.sos.state.tx.us/authfaqs.shtml>

Fee: \$10.00

Designated Authority: Secretary of State; Assistant Secretary of State

Utah

Office of the Lieutenant Governor

210 State Capitol

Salt Lake City, UT 84145-8414

801-538-1040

http://governor.state.ut.us/lt_gover/internationaltemplate.html

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

<http://www.sec.state.vt.us>

Fee: \$2.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Virginia

Office of Secretary of Commonwealth

Authentications Division

830 East Main Street, 14th Floor

Richmond, VA 23219

804-786-2441

<http://www.soc.state.va.us>

Fee: \$10.00

Designated Authority: Secretary of the Commonwealth; Chief Clerk, Office of the Secretary of Commonwealth.

Washington

Office of the Secretary of State

Corporations Division

Apostille and Certificate Program

PO Box 40228

Olympia, WA 98504-0228

360-586-2268

<http://www.secstate.wa.gov/apostilles>

Fee: \$15.00

Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.

West Virginia

Office of Secretary of State

Capitol Building

1900 Kanawha Blvd. East

No. 157-K

Charleston, WV 25305-0770

304-558-6000

<http://www.wvsos.com/excrecords/other/authentication.htm>

Fee: \$10.00

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

608-266-3159

<http://badger.state.wi.us/agencies/sos/authen.htm>

Fee: \$10.00

Designated Authority: Secretary of State; Assistant Secretary of State.

Wyoming

Office of Secretary of State

The Capitol

Cheyenne, WY 82002-0020

307-777-5342

<http://soswy.state.wy.us/authenti/authenti.htm>

Fee: \$3.00

Designated Authority: Secretary of State; Deputy Secretary of State.

U.S. Territories

American Samoa

Office of the Governor

Pago Pago, AS 96799

011-684-633-4116

<http://www.amsamoa.com>

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

<http://www.admin.gov.gu/doa>

Designated Authority: 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

<http://www.saipan.com/gov>

Puerto Rico (Commonwealth of)

Supreme Court of Puerto Rico

Office of Notarial Inspection

P.O. Box 190860

San Juan, PR 00919-0860

787-763-8816

<http://www.lexjuris.com/lexnotaria.htm>

Designated Authority: Supreme Court of Puerto Rico

U.S. Virgin Islands

Office of the Lieutenant Governor

7 & 8 King St.

Christiansted, St. Croix, USVI 00802

340-774-2991

<http://www.ltg.gov.vi/Departments/Administration/index.html>

No authority designated: refer requests to the U.S. Department of State, Authentications Office, 2400 M Street, NW, Washington, DC 20520. 202-647-5002

**FOR FURTHER INFORMATION PLEASE SEE THE
U.S. DEPARTMENT OF STATE WEBPAGE:**

http://travel.state.gov/hague_foreign_docs.html

Appendix C:

Sample of an Apostille

APOSTILLE

(Convention de La Haye du 5 octobre 1981)

1. Country: United States of America
This public document
2. has been
signed by John H. Smith
3. acting in
the capacity of Notary Public, State of Nebraska
4. bears the seal/stamp of John H. Smith, Notary Public, State of Nebraska

CERTIFIED

5. at Lincoln Nebraska 6. the 6th of April 1982
7. by Secretary of State, State of Nebraska
8. No. H0143
9. Seal/Stamp
10. Signature
Allen J. Beermann