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.tamucommerce.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.tamucommerce.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)
REQUEST FOR OFFICIAL CERTIFICATE OR APOSTILLE

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.

Revised 06/2009
### TEXAS SECRETARY OF STATE

**STATUTORY DOCUMENTS SECTION**

PO BOX 13550, AUSTIN, TX 78711-3550

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**PAYMENT FORM 2101**

FAX: (512) 463-0873

PHONE: (512) 463-5705

authentications@sos.state.tx.us

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#### PLEASE PRINT OR TYPE

| Name of Cardholder: ___________________________________________________________ |
| Name of Requestor: __________________________________________________________________ |
| Billing Address: __________________________________________________________________ |
| Phone: (______)_________________________ Fax: (______)_________________________ |
| Email: __________________________________________________________________ |
| Type of Document to be Filed: **Educational Documents: Diploma(s) and/or Official Transcripts** |
| Name on Document: ___________________________ File Number: __________ |

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#### Credit/Debit Card

| Fees paid by credit card are subject to a convenience fee (currently 2.7%) of the total fees incurred. |
| For information about LegalEase, call 1-800-253-5749. |

| Account Number: - - - - |
| Client Number: |
| Case Number: |

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#### LegalEase Card

| Signature: ___________________________________ |

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### FOR TEXAS SECRETARY OF STATE USE ONLY

| Employee Name: | PROCESSED |
| Date: | 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: ___________________________________________ _______________________ _______________________ _______________________

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 ½ 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 ½ 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 ½ 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.
Paper clip this form with the Money Order made payable to US Department of State and place inside ENVELOPE A.

Authentications Cover Letter

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

Date: _____________________

Name: ________________________________________________________________________________

First Middle Last (Family Name)

Street Address __________________________________________ City ___________________________

State __________ Zip/Postal __________ Country

Email: __________________________________________ Daytime Phone: (______) ________________

The authentication fee is $8.00 in U.S. currency for each document. A Money Order made payable to the U.S. Department of State must be submitted with document(s).

Country where document(s) will be presented: ________________________

Number of documents for authentication: _______ X $8.00 = $__________________

Please enclose a preaddressed, prepaid delivery envelope (USPS, FedEx, UPS, DHL, etc.) for us to send your authenticated documents on to their next destination or return them to you.

Notes or Special Instructions:

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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**


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 ½ 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

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<tr>
<th>Non Member States</th>
<th>Dominican Republic</th>
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<td>Saint Vincent and the Grenadines</td>
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<td>Dominica</td>
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**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/](http://www.embassy.org/embassies/)