



# Instructions for Obtaining an Apostille on NARA-NY Certified Documents

Apostille is a French word which means a certification. It is commonly used in English to refer to the legalization of a document for international use under the terms of the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. Documents which have been notarized by a notary public, and certain other documents, and then certified with a conformant apostille are accepted for legal use in all the nations that have signed the Hague Convention.

The National Archives and Records Administration can only issue a certified copy of a document in our custody. We do not have the authority to issue an apostille. The United States Department of State has the authorization to issue an apostille of a copy of a document certified by the National Archives and Records Administration. The researcher has the responsibility to contact the Department of State with a National Archives certified copy to complete the process of obtaining an apostille.

To get an apostille put on a certified copy of a document from the National Archives at New York City, ask for an "original signature certification". Your document will then be certified using a certification cover page signed with our director's original signature.

## **The following steps can be taken if completing the process in New York City:**

- Take the certified document to the Manhattan County Clerk's Office to be notarized (current fee for notarization is \$3.00). They are located in the Supreme Court Building at 60 Centre Street, Room 141B (in the basement), New York, NY 10007. Go to the Notary Desk. Their general number is 646-386-5955.
- You can then take your certified document to the New York office of the State Department, Certification Unit, located at 123 William Street (between Fulton and John Street), 19th floor, New York, NY 10038. Their phone number is 212-417-5684, and the fee is \$10.00. You may bring your document to the New York City office for processing between the hours of 9:00 am and 3:30 pm.

## **If you are outside of the New York City area or unable to visit these offices:**

Researchers can contact the U.S. Department of State's Authentication Office in Washington, DC. The Authentication Office can affix apostilles to documents issued by Federal agencies of the United States. Their mailing address is:

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

The Authentications Office's current fee is \$8.00 per document. For more information on requesting an apostille from the Washington, DC office, including mailing options and walk-in hours, go to their web page: <http://www.state.gov/m/a/auth/>.

The above information has been taken from the following sources:

- [http://www.hcch.net/index\\_en.php?act=authorities.details&aid=353](http://www.hcch.net/index_en.php?act=authorities.details&aid=353)
- <http://www.state.gov/m/a/auth/>
- [http://travel.state.gov/law/info/judicial/judicial\\_2545.html](http://travel.state.gov/law/info/judicial/judicial_2545.html)
- <http://www.dos.state.ny.us/corp/apostile.htm>
- [http://www.courts.state.ny.us/suptctmanh/notary\\_public.htm](http://www.courts.state.ny.us/suptctmanh/notary_public.htm)

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