

Apostille Requirements for International Students Diplomas

Since October 15, 1981 the United States has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents (Only). The convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention.) Documents destined for use in participating countries and their territories should be certified by one of the officials in the jurisdiction in which the document has been executed. Said official must have been designated as competent to issue certifications by "Apostille" (usually in the office of the State Secretary of State of his/her counterpart) as provided for by the 1961 Hague Convention.

With this certification by the Hague Convention Apostille, the document is entitled to recognition in the country of intended use, and no certification by the U.S. Department of State, Authentications Office or legalization by the embassy or consulate is required.

Documents requiring certifications with an Apostille by the U.S. Department of State are those that have been signed by a federal official with the official Seal of that agency, American Consular Officer, Military Notary (10 USC 1044a) or Foreign Consul (Diplomat Officials must be registered with the Office of Protocol). **Note:** *These documents must include the official's title and his/her signature must be legible. Please also note that the U.S. Department of State will not issue an Apostille for State-issued documents.*

For more information on countries participating in the 1961 Hague convention (abolishing the requirement of legalization for foreign public documents – Article 12) please visit www.hcch.net.

Please follow these procedures carefully to enable our staff to process your request without delay.

1. Enclose a cover letter stating the name of the country in which the documents will be used. The country name is needed in order to authenticate the document correctly, whether by Certificate of Notarial Authority or Apostille. Please include a telephone number where you can be reached during normal business hours.
2. Enclose the required fee (See "Certification Fees" above)
3. Enclose a self addressed, stamped envelope for return of the documents. If you wish the order to be returned by a courier service, you must enclose a pre-paid air bill with your order.
(No collect or cash on deliver (COD) mail or air bills can be sent from this office)
4. If you are using U.S. Mail please use this address:

**Department of State
Division of Corporations
Apostille Certification
P.O. Box 6800
Tallahassee, FL 32314-6800**

5. If you are using a courier services please use this address:

**Division of Corporations
Clifton Building, Apostille Section
2611 Executive Center Circle
Tallahassee, FL 32301
Phone: 850-245-6945**

6. Florida Division of corporations – Notary Commissions and Apostille/Certification website:
<http://notaries.dos.state.fl.us/location.html>

Walk-in Service and Courier Delivery:

Department of State
Division of Corporations
Notary Commissions or Apostille Certification
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

Mailing Address:

Apostille Certification:

Department of State
Division of Corporations
Apostille Certification
P.O. Box 6800
Tallahassee, FL 32314-6800
(850) 245-6945

Notary Commissions:

Department of State
Division of Corporations
Notary Commissions
P.O. Box 6327
Tallahassee, FL 32314
(850) 245-6975
Fax: 850-245-6966

Fees:

The following methods of payment are accepted: money order, cashier's check and personal check only. **No cash.**

Notary (Application Fee)	\$39.00
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Apostille Certification (Per notarization)	\$10.00
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