

How to get an Apostille

What is an Apostille?

An apostille refers to the legalization of a document for international use. The apostille certifies the signature and the position of the official who has issued or certified a copy of a document. Students commonly need an apostille to authenticate their academic transcripts or diploma for use in a foreign country.

Apostilles are only valid in countries that joined the [1961 Hague Convention](#).

Please carefully review the three steps listed below to process your apostille request.

Step 1: Request documents from the UB Office of the Registrar

- A. Request document(s) that need an apostille:
 - **Diplomas:** Photocopies of diplomas are preferred so that the original diploma does not get lost or damaged. If you are not in possession of or have a copy of your original diploma, you may [purchase a replacement diploma](#). Please note there is an additional fee for each replacement diploma, and orders will take an additional week to arrive in our office.
 - **Transcripts:** Complete a [Transcript Request Form](#) with a handwritten signature.
- B. Prepare a written request for an apostille, and include the following: Name, DOB, phone number, email, country where Apostille is to be used.
- C. Mail the documents listed above to the following address:

**University at Buffalo
Office of the Registrar
Registrar at 1Capen
Attn: Apostille
Buffalo, NY 14260**

Documents can also be dropped off in-person at one of the following locations:

North Campus
1Capen Hall

South Campus
1Diefendorf Hall

Office of the Registrar's Responsibilities

- Provide Original Signature of Registrar Administration, on documents
- Notary Public attends to the authenticity of the signature appearing on the transcript(s) and/or original or duplicate diploma(s)
- Transcript and/or Diploma be embossed with the University at Buffalo's raised seal
- Documents will be mailed back to requestor

Please Note: The Office of the Registrar does not issue the apostille.

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Step 2: Send documents to Erie County Clerk

Erie County Clerk's Office
92 Franklin Street
Buffalo, New York 14202

After your documents have been notarized, the notary public signatures on your document are required to be authenticated by the Erie County Clerk's Office.

There is a \$3 fee per authentication. For example, if you request a transcript and a diploma, you will pay a \$6 fee to the Erie County Clerk's Office.

A money order or certified check made out to the **Erie County Clerk** must be provided for processing your request. It is a \$3.00 fee per document. Only money orders or certified checks are acceptable by the Erie County Clerk and all fees must be paid in U.S. dollars.

Review the information on the [Erie County Clerk's Apostilles webpage](#) for more information.

Step 3: Send documents to NYS Department of State

[Complete the Apostille/Certificate of Authentication Request Form](#) from the NYS Department of State.

Send all documents you received back from the Erie County Clerk, including the completed Apostille Authentication Request Form, to the NYS Department of State.

Mailing address will vary depending on your payment type. **Please review the NYS Department of State Authentication Request Form for the correct address.**

There is a \$10 fee per document required by the NYS Department of State. For example, if you request a transcript and a diploma, you will pay a \$20 fee payable to **N.Y.S. Department of State**.

You must include a return mailer to have documents returned to you by mail.

Review the information on the [NYS Department of State Apostille or Certificate of Authentication webpage](#) for more information.

How long does the process take?

Although processing times vary at different offices, it is estimated that this entire process will take four to five weeks to be completed. The apostille process is as follows:

Apostille Process

1. Student sends request for apostille to the Office of the Registrar, transcript request form and copy of Diploma to the Office of the Registrar
2. UB notarizes document(s) and mails them back to the student
---End of Processing for the Office of the Registrar---
3. Student mails documents to Erie County Clerk's Office
4. Erie County Clerk returns the documents to the student
5. Student mails document(s) to the New York Department of State for final authentication.
6. New York Department of State returns documents with Apostille to student