

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](#) (the apostille was developed in the Hague).

How do I request an Apostille?

1. Prepare 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 or have a copy of your original diploma, you may order a replacement diploma. Please note there is a \$10 fee for each replacement diploma and orders will take an additional week to arrive in our office. Purchase [Replacement Diploma](#).
 - **Transcripts:** Complete a [Transcript Request Form](#) ensuring to include a handwritten signature.
2. Prepare a written request stating you want an apostille and include the following: Name, DOB, phone number, email, country Apostille is to be used in.
3. Include a money order or certified check made out to the "Erie County Clerk" in the amount of \$3.00 for processing. **Note:** The \$3.00 fee is per document. Only money orders or certified checks are acceptable. All fees must be paid in U.S. dollars.
4. Include a money order or certified check made out to the "N.Y.S. Department of State" in the amount of \$10.00 for processing. **Note:** The \$10.00 fee is per document. Only money orders or certified checks are acceptable. All fees must be paid in U.S. dollars.
5. Drop off documents and certified checks/money orders to 1Capen or mail to:

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

Office of the Registrar
Enrollment Management

Registrar at 1Capen
Capen Hall, Buffalo, NY 14260-0001
716.645.5698 (F) 716.645.7762
UBRegistrar@buffalo.edu

registrar.buffalo.edu

How long does the process take?

Please allow approximately four-five weeks to complete the entire process. Processing times vary so it is difficult to predict precisely how many days the process will take as the following steps are taken to obtain an Apostille:

1. UB notarizes document(s) and mails them to the Erie County Clerk's Office.*
2. Erie County Clerk's Office verifies the notary's signature and mails the verification back to UB.
3. UB mails documents to the New York Department of State for final authentication.
4. Once documents are returned from New York Department of State with the Apostille, UB mails final documents back to student **

*Please note that UB facilitates the entire process above. A student may choose to have their document(s) notarized at UB and mail the respective documents and checks to the Erie County Clerk and NYS Department of State on their own. If chosen, mailing information is provided below.

It is highly recommended to supply our office with a **pre-paid UPS label to mail completed Apostille documents back to the student, especially if sending to a foreign country. The UPS label ensures delivery and allows the documents to be tracked. If interested, please view our [instructions](#) on purchasing a prepaid UPS label. If a prepaid label is not purchased, documents will be mailed by regular US first class mail free of charge. Please note that tracking information is not provided for this service nor is our office able to provide estimated delivery dates.

Contact Information

1. SUNY University at Buffalo
Office of the Registrar
Registrar at 1Capen
Attn: Apostille
Buffalo, NY 14260
Phone: 716.645.5698
2. Erie County Clerk's Office
92 Franklin St.
Buffalo, NY 14202
Phone: 716.858.8785
3. New York State Department of State
Division of Licensing Services
Apostille and Authentication Unit
99 Washington Ave, 6th Fl
PO Box 22001
Albany, NY 12201
Phone: 518.474.4429