

APOSTILLE

What is an Apostille or Certification of Authentication?

- An Apostille is an internationally recognized form of authenticating public documents for countries that signed the 1961 Hague Convention agreement.
- An Authentication is done for countries that did not sign the 1961 Hague Convention agreement.

If you are in need an Apostille, please send the following to Deborah Holtman via Deborah.holtman@marist.edu

- 1) A copy of your transcript and/or diploma
- 2) A check for \$3.00 per document made out to the Dutchess County Clerk's office
- 3) \$1.00 for parking

Once we have notarized the document and brought it to the Dutchess County Clerk's office, it will be mailed back to you. You will then need to do the following:

- 1) Click on Dept. of State link
- 2) Print and fill out Apostille form (Form DS-4194, available here: <http://eforms.state.gov/editdocument.aspx?documentid=1>)
- 3) Send form to Dept. of State with notarized transcript/diploma, including \$10.00 per document and self-addressed prepaid carrier label

If you are out of the U.S., you can send the Apostille form and check to us with your other documents. You must also send a FedEx account number for the postage due to be sent to the Dept. of State, and the self-addressed prepaid envelope for its return.

Other documents you may need:

1. Declaration of Value (or Statement of Value) form
2. Copy of passport
3. Transcript and diploma translated
4. Letter of enrollment from new school
5. High School diploma – translated