

# BUFFALO STATE COLLEGE/REGISTRAR'S OFFICE

## How to Get an Apostille

### What is an Apostille?

An apostille refers to the authentication of a document for international use. Students commonly need an apostille to authenticate their academic transcripts or diploma for use in a foreign country.

### How do I request an Apostille?

Please follow these steps when requesting an apostille/certification of diploma and transcripts:

1. Bring your diploma or mail to the Registrar's Office (**SUNY Buffalo State Registrar's Office, MOOT 210 1300 Elmwood Ave. Buffalo, NY 14222**) with a signed written request to notarize your document including phone number and the name and address you would like mailed to on your behalf.

✓ For a transcript that needs to be notarized, you must order online:

<http://registrar.buffalostate.edu/transcript-ordering>

You will select the option of: **Notarization** and delivery method of pick up/mail ('Official Notarized') so the transcript will be printed, & notarized for you.

✓ Your documents will be forwarded to the Associate Registrar at Buffalo State who will certify these are true documents in the presence of a notary public. \*Please be advised that same day service is not available at this location.

✓ Your documents will be returned to you via method you had indicated on your request after they have been notarized. *The Registrar's Office is unable to forward your notarized documents either to the Erie County Clerk's office or the NYS Records Bureau.*

2. You must then mail or take your documents to the:

**[Erie County Clerk's Office Notary Desk](#)**

**25 Delaware Ave, Buffalo, NY 14202**

(Tel. 858-8865). This office will certify that your documents are properly notarized.

Note: There is a \$3 fee per authentication for this service. You may pay either by check or money order, payable to "Erie County Clerk", or in cash if you are there in person.

\*\*If you choose to mail your documents, please include a self-addressed stamped envelope so your document can be returned to you. It is also recommended that you use certified mail to ensure that your documents do not get lost in the mail.

3. After your document is certified by the Erie County Clerk's office, you must send it to the **[New York Secretary of State](#)** for final approval.

#### **Hand Deliveries:**

New York City  
New York Department of State  
Division of Licensing Services  
123 William Street, 2nd Floor  
New York, NY 10038

#### **Mailed Requests:**

New York Department of State  
Division of Licensing Services  
Apostille and Authentication Unit  
99 Washington Avenue 6th Floor  
PO Box 22001  
Albany, NY 12201-2001

### **What should I mail to the New York Secretary of State?**

Include the following when you mail your document to New York State:

- ✓ The documentation needing the Apostille, already notarized and authenticated.
- ✓ An application for the Apostille, which can be found by going to the following link:  
<https://www.dos.ny.gov/forms/licensing/en/1917-f.pdf>
- ✓ Applicable fees payable to New York Department of State.

\*\*The fee for this service is \$10 per document.

### **How do I get my document back from the New York Secretary of State?**

Include a pre-paid, self-addressed certified mail envelope so the Miscellaneous Records Bureau can send your certified document back to you quickly and efficiently.

### **How long does the process take?**

Please allow approximately two weeks to complete the entire process. Processing times vary, so it is difficult to predict how many days that process will take. Generally, you can get the certification at the Erie County Clerks office in one day. Once you mail the documents to New York State, you should expect to wait 2-5 business days to receive the final apostille certificate.