

BUFFALO STATE UNIVERSITY

REGISTRAR'S OFFICE

Apostille or Certificate of Authentication

What is an Apostille?

An apostille is required to authenticate the document for international use. Students in these situations will need an Apostille to verify their academic transcripts or diploma for recognition in another country.

How do I process a request for an Apostille?

There are 2 separate ways to complete an Apostille. Our office completes the 1st step of an Apostille.

1ST STEP

Diplomas

1. Order a [copy of your diploma](#) here:

<https://registration.parchment.com/member/7f2c4f26-c65c-11ec-adfc-4365878e6dd5>

I. When you place an order, you will receive a paper diploma and a digital diploma.

[Digital Diplomas](#) serve as an alternative to the Apostille.

The digital diploma is a fast, free, and secure way to verify the authenticity of your degree. Many countries not only recognize digital diplomas, but they also prefer them.

II. As you place order in Parchment, be sure to include your mailing address for your paper diploma..

III. Email our office: REGOFC@BUFFALOSTATE.EDU stating that you placed an order and you will need your paper diploma notarized. We will route the diploma to our office to process this step and mail to the address you indicated in your order. **Please be aware that ordering and receiving paper diploma from our printer can take several weeks.

2. If you wish to use your original diploma, please follow these steps when requesting a notarization/certification of your physical diploma and transcripts:

I. Bring your diploma or mail to the [Registrar's Office](#):

SUNY Buffalo State
Registrar's Office
MOOT 210
1300 Elmwood Ave. Buffalo,
NY 14222

i. Include a signed written request to notarize your document including phone number and the name and address you would like mailed to on your behalf.

i 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.

- ii Your documents will be returned to you via the 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.*

Transcripts

3. For a transcript that needs to be notarized, you must order online:
<https://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 the 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.*

2ND STEP

You must then mail or take your documents to the:

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

92 Franklin Street, 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.

3rd STEP

After your document is certified by the Erie County Clerk's office, you must send it to the for final approval with [your request](#):

[NY Department of State](#)

Department of State Division of Licensing Services

Apostille and Authentication Unit

P.O. Box 22001

Albany, NY 12201-2001

Please note: If you utilize **express services** or **next day ground services** such as **UPS, Federal Express, DHL, etc.** you should use the [physical address](#) of the building. **Albany Physical Address**

NYS Department of State

Division of Licensing Services

1 Commerce Plaza

99 Washington Avenue, 6th Floor

Albany, NY 12231

****Important note about Apostille and Certification of Authentication Services: Apostille and Certification of Authentication documents may be dropped off for processing. Customers may provide prepaid envelopes for priority returns. Priority appointments based on travel plans within two weeks may be scheduled at our Albany or New York City customer service office. For further information, please visit <https://dos.ny.gov/apostilleor-certificate-authentication>***

Note: There is a \$10 fee per Apostille document. You may pay either by check or money order, payable to "N.Y.S. Department of State", 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.

There are also full Authentication services available, see [Apostille New York](#).

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