

BUFFALO STATE UNIVERSITY/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:
<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 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.*
 - If you no longer have your original diploma, you can request a duplicate diploma online or you can find the form here along with instructions and mailing address:
[Duplicate Diploma Request](#)
 - For mailed requests: You can state on your duplicate diploma request that you need diploma notarized directly on the form, 'Please Notarize'. Processing time for a duplicate diploma can take up to 6-8 weeks.
 - For [Online](#) requests: please send an email request to:
RegOfc@buffalostate.edu
subject line: Duplicate Diploma order Notarization request
 - Processing time for a duplicate diploma can take up to 6-8 weeks.

2. 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.

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 with **Request**:

Mailing Information:

New York State Department of State
Division of Licensing Services
Apostille and Authentication Unit
123 William Street
New York, NY 10038

OR

New York Department of State
Division of Licensing Services
Apostille and Authentication Unit
PO 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/apostille-or-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](#).