

INFORMATION FOR APOSTILLE REQUESTS:

Secretary of State di New Jersey:
<http://www.state.nj.us/treasury/revenue/apostilles.shtml>

Secretary of State di Pennsylvania:
http://www.dos.pa.gov/OtherServices/Certifications_Apostilles/

Secretary of State Maryland
<https://sos.maryland.gov/Certifications/Pages/default.aspx>

Secretary of State of West Virginia
<https://sos.wv.gov/business/Pages/AuthDocs.aspx>

Secretary of State of Virginia
<https://commonwealth.virginia.gov/official-documents/authentications/>

Secretary of State of Delaware
<http://sos.delaware.gov/faqs.shtml>

Secretary of State North Carolina
https://www.sosnc.gov/divisions/authentications/Apostille_Certificates

ADDRESSES FOR APOSTILLE REQUESTS:

<p>PENNSYLVANIA SECRETARY OF STATE North Office Building Room 210 HARRISBURG, PA 17120 Tel.: (717) 787-5280</p>	<p>MARYLAND SECRETARY OF STATE State House ANNAPOLIS, MD 21401 Tel.: (410) 974-5520</p>
<p>VIRGINIA SECRETARI OF THE COMMONWEALTH Authentication Division 830 East Main St. 14th floor RICHMOND, VA 23219 Tel.: (804) 786-2441</p>	<p>DELAWARE SECRETARY OF STATE Notary Division 401 Federal St. Suite 3 DOVER, DE 19903 Tel.: (302) 739-4111</p>
<p>NEW JERSEY SECRETARY OF STATE Department of the Treasury Notary Division 225 W. State Street TRENTON, NJ 08625-0300 Tel.: (609) 633-8258</p>	<p>WEST VIRGINIA SECRETARY OF STATE 1900 Kanawha Blvd East Suite 157K CHARLESTON, WV 25305 Tel.: (304) 558-6000</p>
<p>NORTH CAROLINA SECRETARY OF STATE Authentication Section P.O. Box 29622 RALEIGH, NC 27626-0622 Tel.: (919) 807-2140</p>	

REQUEST FORMS:

Pennsylvania



Pennsylvania Department of State
Bureau of Commissions, Elections and Legislation
Room 210 North Office Building
Harrisburg, PA 17120-0029
(717) 787-5280
www.dos.pa.gov

Apostille/Certification Request Form

The fee is \$15.00 per certificate issued. Make all checks or money orders payable to the Commonwealth of Pennsylvania.

Name of Requestor: _____

Name of Firm: _____

Address: _____

Phone Number: _____

Email Address: _____

Country for which documents are being prepared: _____

Number of documents to be certified: _____ x \$15 = _____

Payment made by: Check/money order number _____

Cash (accepted for walk-in service only)

Enclose a self-addressed, stamped envelope for return of the documents.

If you wish the documents to be returned by a courier service, you must enclose a pre-paid air bill with your order. The Department does not accept FedEx or DHL for return shipment of documents.

Authentication requests are processed as quickly as possible. However, processing time may vary dependent upon the volume of work and the resources available. Please submit documents as soon as possible to allow sufficient time for completion. Requests are processed in the date order they are received.

The Secretary of the Commonwealth may only authenticate documents signed by and containing the official seal of the following Pennsylvania public officials:

- * State Elected or Appointed Officials
- * County Elected Officials
- * Judges and Magisterial District Judges
- * Pennsylvania Notaries Public

Documents **MUST** be submitted with original signatures and official seals (no photocopies).

West Virginia

**APOSTILLE AND CERTIFICATION
REQUEST**
Form AC-1
Rev. 1/2019



West Virginia Secretary of State
Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

FILING FEE: \$10 for the first document
\$5 for each additional document

Below are a list of requirements, and information needed to complete the authentication request.
Please read the following carefully to ensure proper processing of your documents.

Please complete this form and return it with your document and proper fee (\$10 for the first document, \$5 for each additional document.)

- 1) Make check or money order for the exact amount of the service payable to: WV Secretary of State.
- 2) Notary statement information must be complete. Please see the notary information on our Authentication of Documents web page to see [examples of notary acknowledgment statements](#) that must accompany a notarization.

Please complete the information below regarding your authentication request:

Name of person or company requesting:

Address:

City:

State:

Zip Code:

Telephone Number:

Destination of Document (Country to be used):

Number of Documents:

Fee Enclosed:

Signature:

Date:

If you have any further questions you may contact our office toll free at: 1-866-767-8683.

IMPORTANT: If you would like the document(s) returned to you any way other than by regular USPS mail, please enclose a prepaid envelope.

Submit the completed form, the document(s) to be authenticated and proper fee to:

West Virginia Secretary of State
Business & Licensing Division
1900 Kanawha Blvd. East
Bldg. 1, Ste. 157-K
Charleston, WV 25305

Office Hours: Monday - Friday
8:30 a.m. to 5:00 p.m.

North Carolina

NC Authentication Office Cover Letter

(Oficina de Authentications del Estado de Carolina del Norte)

Telephone Number: 919-814-5400

Email Address: authen@sosnc.com

(Numero de teléfono)

(Dirección de correo electrónico)

Mailing Address for US Postal Service Mail:
(Correo Regular):

Authentication Office
NC Secretary of State
PO Box 29622
Raleigh NC 27626-0622

Street Address for Carrier and hand Delivery Mail:
(Correo rápido):

Authentication Office
NC Secretary of State
2 South Salisbury St
Raleigh NC 27601-2903

Date (Fecha de Hoy Día): _____

Contact Name (Nombre y apellido del solicitante): _____

E-mail Address (Dirección de correo electrónico): _____

Address (Dirección): _____

City (Ciudad): _____ State (Estado): _____ Zip (Código Postal) _____

Telephone Number (Numero de teléfono): _____

Country Each Document will go to (País en que se propone usar): _____

Special Notes or Instructions (Notas Especiales o Instrucciones Especiales): _____

Payment By: (Pago de)

<input type="checkbox"/> Check Number (Numero de cheque): _____	<input type="checkbox"/> Cash (Efectivo)
<input type="checkbox"/> Money Order (Giro postal)	<input type="checkbox"/> Cashier's Check (Cheque del la gerencia)

Payment Calculation:

Number of Documents (Cuantos Documentos) _____ X \$10.00 = \$ _____
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Adoptions Only Calculation:

Number of Documents (Cuantos Documentos) _____ X \$10.00 = \$ _____
Duplicate Originals (Duplique las Originales) _____ X \$5.00 = \$ _____

Total Payment enclosed: (Total de pago): \$ _____

How do you want the document returned to you? Return documents By: (El regreso documents por):

<input type="checkbox"/> Pick Up (Regresó para recoger los documentos)	<input type="checkbox"/> Self-Addressed Stamped Envelope: (Correo Regular: Sobre con la dirección de uno mismo con franqueo pagado)
<input type="checkbox"/> Overnight Delivery Envelope or Label: (Must have pre-paid lable from the delivery company, i.e., FedEx, UPS) (Correo Rápido (i.e., FedEx, UPS): Sobre con la dirección de uno mismo con franqueo pagado)	

VIRGINIA

MAIL-IN Instructions

The general turnaround time for mail-in documents is 5 business days - please plan accordingly. Include a cover letter with contact name, daytime telephone number, the country where the document will be used, and a self-addressed, prepaid return mailer to return documents. Documents submitted without a return envelope and/or postage will be returned by the United States Postal Service regular delivery to the person submitting the documents. If the return postage exceeds \$2 in mailing fees, the Office of the Secretary of the Commonwealth may contact the requestor to obtain postage prior to returning documents. The Office of the Secretary of the Commonwealth is not responsible for envelopes or packages lost in shipping to and from our office.

Secretary of the Commonwealth's Office

Authentication Division

1111 East Broad Street, 1st Floor

Richmond, VA 23219

DELAWARE

How do I obtain apostilles or authentications for use in the adoption process? Adoption documents for a foreign country often require apostilles or authentications. The Delaware Division of Corporations can apostille or authenticate documents notarized by a Delaware Notary, certified vital records from the State of Delaware, and official State documents (e.g., background checks). When such services are requested for personal use (such as an adoption) the Division discounts its fees to \$30.00 for any documents that are presented simultaneously. This fee structure enables prospective international adoptive parents to minimize their costs by having all of their apostille and authentication documents processed at one time. As a further convenience, requests received via mail are typically processed on the same business day and hand delivered requests will be completed within 2 hours. To help expedite your request, mailed requests must include a cover memo clearly stating the purpose of the request (e.g. adoption in China). Documents may be either hand delivered, mailed or express mailed to: **Division of Corporations - John G. Townsend Bldg. - 401 Federal Street - Suite 4 - Dover, DE 19901.**

Documents that are not picked up from our office will be sent regular first class mail unless a Federal Express or UPS or envelope is provided with the request. Please contact our office at [\(302\) 739-3073](tel:3027393073) with any questions.