

Apostille/Certificate of Authentication Request

New York State Department of State
Division of Corporations, State Records
and Uniform Commercial Code

Attach this form to your documents. Please print or type.

Country documents will be used in: _____ Number of documents to be authenticated/apostilled: _____

Requestor's Name: _____

Name of Firm/Organization (If applicable): _____

Address: _____

Daytime telephone number: _____ Email address: _____

Fees/Payment: (Checks/Money Orders must be payable to N.Y.S. Department of State)

Number of documents: _____ X \$10.00 per document = Total Due: _____

Form of Payment Enclosed or Authorized:

Cash - U.S. currency only (Please do NOT send cash through the mail. Use cash for hand deliveries only.)

Check drawn on U.S. bank

Money Order from a U.S. bank

Credit/Debit Card - Accepted in Albany Office Only: MasterCard Visa American Express

Name as it appears on Card: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Card Number: _____ Expiration: _____

Payment Authorization; I authorize the New York Department of State to charge my credit/debit card for the amount due for the authentication services provided by the Department of State.

Cardholder's Signature: _____ Date: _____

If the name on the credit card or debit card is in the name of a corporation or other business entity, please print the signer's name: _____

Type of Return Mailer Enclosed: (You must enclose one of the following if documents are to be returned to you by mail. Not applicable for in-person deliveries.)

Self-addressed, First-Class envelope with postage

Self-addressed US Postal Priority or Express envelope with postage

Self-addressed carrier label; (FedEx, UPS, Airborne, or DHL)

Location for Mailed Requests and In-Person Deliveries:

Division of Corporations, State Records
and Uniform Commercial Code
99 Washington Avenue, 6th Floor,
Albany, NY 12231

Location for In-Person Deliveries ONLY

Credit Cards not accepted at this location

Division of Licensing Services
123 Williams Street, 2nd Floor,
New York, NY 10038

For Department of State Use Only

Transaction # _____ Date Processed: _____ Cash Receipt # _____

Apostille 210 210cc 210de 260 262

Number of documents: _____ Special Deputy: _____ County: _____