

Application for Authentication or Apostille Certifying Documents for Foreign Use

Secretary of State Index Department



69 W. Washington St., Suite 1240, Chicago, IL 60602
312-814-8218
www.ilsos.gov

I am applying for:

Walk-in Service Mail-in Service

Delivery method if mail in:

Self Addressed Stamped Envelope USPS Priority Fed Ex
 UPS DHL Other _____

Tracking Number _____

Customer Contact Information:

Customer Name (please print): _____

Street Address: _____

City, State, ZIP: _____

Telephone Number: _____ Email: _____

Are you submitting this application on behalf of someone else? YES NO

If yes, please provide:

Your Name: _____

Company: _____ Telephone Number: _____

Document Information:

Country of Use (Outside of US) _____

Document type: _____ Number of Documents: _____

PLEASE DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY

#	TYPE	AMOUNT
	AP	
	CA	
	CI	
	CL	
TOTALS		

Time In _____

Time Out _____

For Office Use Only

\$ _____ Submitted

()CA ()CK ()MO ()CC

No.# _____

Date Stamp
For office use only.

Instructions:

Only documents used for a lawful purpose outside of the United States are eligible for foreign document certification or an apostille.

The documents must be original, certified as true copies by eligible State of Illinois official(s) or eligible document(s) properly notarized by a commissioned Illinois Notary Public.

- **Birth Certificates, Death Certificates and Marriage Certificates** — Must be certified by the County Clerk or local registrar where the birth, death or marriage occurred.
- **Divorce Decrees** — Must be certified by the Circuit Clerk of the Court that filed the decree.
- **Diplomas and Transcripts** — Must contain an original signature of a school official and be notarized by an Illinois Notary Public.

FEE: \$2 per document payable to the Secretary of State.

If you are mailing your application you must:

- 1) Address the request to 69 W. Washington St., Suite 1240, Chicago, IL 60602.
- 2) Include a pre-paid delivery envelope and provide the requested information on the form.
- 3) Include the required fee: \$2 per document, check or money order, payable to the Secretary of State, or credit card, Visa, Mastercard, American Express, or Discover.

Walk-in services are provided at locations listed at www.ilsos.gov.