

Please note that all links below are dated 12.28.2016!!

For updates and further information on how to apply for an Apostille please check the official website of the Secretary of State of the state that issued the certificate.

US documents (e.g. birth certificates, marriage certificates, divorce papers, etc.) will only be recognized in Austria if authenticated by Apostille by the Department of State, Secretary of State respectively of the Department of the Treasury of the state that has issued the document.

I. GENERAL INFORMATION ON AUTHENTICATION AND APOSTILLES

Since January 13, 1968, Austria and since October 15, 1981, the United States have been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. Under the Hague Convention, signatory countries have agreed to recognize public documents issued by other signatory countries if those public documents are authenticated by the attachment of an internationally recognized form of authentication known as an "Apostille." The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

When a document is to be used in a foreign country, it may be necessary to authenticate the notarization or certification. Foreign countries often require documents to be authenticated before the documents will be accepted in the foreign jurisdiction. An "authentication" certifies the signature and the position of the official who has executed, issued or certified a copy of a document.

The sole function of the Apostille is to certify the authenticity of the signature on the document; the capacity in which the person signing the document acted; and the identity of any stamp or seal affixed to the document.

Note that for the purpose of obtaining an Apostille the respective document must be presented in the original and must bear the hand signature of the person issuing the document and a raised seal. Documents that only bear a facsimile signature or do not have a raised seal cannot be submitted for Apostille.

II. HOW TO OBTAIN APOSTILLES IN THE INDIVIDUAL STATES WITHIN THE JURISDICTION OF THE AUSTRIAN CONSULATE GENERAL

NEW YORK

Note that in the State of New York birth certificates and marriage certificates usually are not issued with a hand signature. Thus, first it is necessary to obtain new documents with a hand signature before applying for an Apostille.

Note that many health departments would allow applications for birth and marriage certificates to be ordered online via www.vitalcheck.com. There you may be able to order your birth or marriage certificate with Apostille (not available for marriage certificates from New York City!).

Obtaining New Documents

1. **All birth and death records** originating from the five boroughs of **New York City** (Bronx, Brooklyn, Manhattan, Queens, Staten Island) must be certified together with a Letter of Exemplification by contacting the

New York City Department of Health and Mental Hygiene
125 Worth Street,
New York, NY 10013.
Tel: (212) 639-9675

The Letter of Exemplification must be requested when ordering the birth or death certificate. The telephone number of the New York City Department of Health and Mental Hygiene is. This service is not available online.

The original document must then be presented to the New York County Clerk's office to verify the signature of the City Clerk.

County Clerk's Office
60 Centre Street, Room 141B (in the basement/"Notary Desk")
New York, N.Y. 10007
Tel.: (212) 374-8359 oder 374-8589
Fee: US \$ 20,--

The document can then be presented to the New York State Department of State for authentication (see below).

2. All **marriage records** originating from the five boroughs of **New York City** (Bronx, Kings, Manhattan, Queens, and Staten Island) must be obtained from the

Marriage Bureau, Municipal Center,
1 Centre Street, 2nd Floor
New York, NY 10007

General Information on Authentication and Apostilles
(for additional addresses and office hours please see website below)
Website:
http://www.cityclerk.nyc.gov/html/marriage/marriage_bureau.shtml

Obtain a certified copy of the marriage certificate with an original signature of the City Clerk. The document **must then be presented to the County Clerk's Office** (see above) in the county where the document was obtained to verify the signature of the City Clerk. The document can then be presented to the New York State Department of State for authentication (see below where to obtain the Apostille).

3. **All birth, death, marriage and divorce records issued outside of the five counties of New York City** can be obtained from the

New York State Department of Health
Certification Unit, Vital Records Section
PO Box 2602
Albany, NY 12220-2602.
Website: http://www.nyhealth.gov/vital_records/

The **document can then be presented to the New York State Department of State** for authentication (see below where to obtain the Apostille).

4. **Birth, death, marriage and divorce records issued outside of the five counties of New York City** may also be obtained directly from the local registrar or town clerk of the city, town or village where the birth, death, marriage or divorce occurred. The **original document must then be presented to the county clerk's office** in the county where the document was obtained for certification. (It is suggested that you contact the county clerk's office prior to obtaining the records to determine if their office can certify documents obtained from a local authority.) The **document can then be presented to the New York State Department of State** for authentication.
5. **Education documents (transcripts, diplomas or certificates)** must be obtained from an official of the school, college or university who must certify that the document is an official record or a true copy of the original document. The official's signature must be notarized by a notary public. The document must then be presented to the County Clerk's Office in the county where the notary public is qualified to certify the signature of the notary public. The document can then be presented to the New York State Department of State for authentication (see below where to obtain the Apostille).
6. **All other documents** submitted to the New York State Department of State (see below where to obtain the Apostille) for authentication must first be notarized and then have the notary's signature certified at the county clerk's office where the notary is qualified. The county clerk's office will affix its seal and signature to the document.

Where to obtain the Apostille

Albany Office

Department of State, State Records
One Commerce Plaza, 99 Washington Avenue
Albany, NY 12231

Tel: (518) 473-2293

Office hours: Monday through Friday 8:00 a.m. and 4:30 p.m.

The country where the document is being sent to must be specified.

<http://www.dos.state.ny.us/corps/apostille.html>

Fee: \$10 per document. Check payable to the "New York State Department of State".

New York City Office

Department of State's New York City Office
123 William Street, 19th Floor
New York, NY 10038

Tel: (212) 417-5684

Office hours: Monday through Friday 9:00 a.m. and 3:30 p.m.

<http://www.dos.state.ny.us/corps/apostille.html>

Fee: \$10 per document. Check payable to the "New York State Department of State".

The processing of documents submitted by mail is usually completed within 2 to 4 business days. To assist in processing documents in a timely manner, please include a self-addressed stamped envelope with your request. You may wish to include a daytime telephone number so that you may be contacted should any questions arise.

Documents may be submitted in person at either of the above offices. Processing a document submitted in person is usually completed while you wait.

CONNECTICUT

Where to obtain the Apostille

An Apostille can be obtained directly from:

Office of the Secretary of State

Certification Unit

30 Trinity Street

Hartford, C.T. 06106

Website: <http://www.ct.gov/sots/cwp/view.asp?q=392130>

Fee: US\$ 40,--

Authentication Process

Documents submitted for authentication must be original documents recently

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Documents for Adoption \$15.00 per certificate Expedited
Service (24-hour response) Additional \$50.00 per certificate

Make checks payable to "Secretary of the State." Personal checks are accepted. Do not send cash. Visa and MasterCard are accepted. Please note that the Commercial Recording Division does not accept American Express.

Obtaining new documents for the purpose of an Apostille

You can also have a new document issued when applying for an Apostille by requesting a vital record with the Apostille from the Office of the Secretary of State, completing the Apostille Request Form along with the appropriate vital record request form (both available via

<http://www.ct.gov/dph/cwp/view.asp?a=3132&q=395696>) and sending both to:

CT State Office of Vital Records MS #11VRS
Attn: Customer Service
PO Box 340308 Hartford, Connecticut 06134

The fees for a certified copy of a vital record with the Apostille are as follows:

1. Send a money order made payable to "Treasurer, State of Connecticut" for the cost of the certified copy of the vital record.
 - Birth -- \$30.00
 - Death, Marriage, or Statement of Marital Status -- \$20.00

AND

2. Send a money order for the amount of \$40.00 made payable to "Secretary of State of Connecticut" for the cost of the Apostille.

The CT State Office of Vital Records will process your request for the certified copy of the vital record and then forward the record to the Office of the Secretary of State, along with your completed Apostille Request Form, and your \$40.00 payment. The Office of the Secretary of State will then authenticate the record with the Apostille, and send it to you at the address listed on the Apostille Request Form (available via

<http://www.ct.gov/dph/cwp/view.asp?a=3132&q=395696>).

ILLINOIS

Where to obtain the Apostille

Illinois Secretary of State
Index Department
111 E. Monroe
Springfield, IL 62756
Phone: 217-782-7017
Website:

<http://www.cyberdriveillinois.com/departments/index/apostilles.html>

INDIANA

Where to obtain the Apostille

Visit in person or mail documents to:

Indiana Secretary of State
Business Services Division
Apostille and Authentications Department
302 W. Washington Street, Room E108
Indianapolis, IN 46204
Phone: 317-232-2677
Website: <http://www.state.in.us/sos/business/2377.htm>

IOWA

Where to obtain the Apostille

First Floor, Lucas Building
321 E. 12th Street
Des Moines, IA 50319
General: 515-281-5953
TTY: Call 711 followed by 515-281-5204
Fax: 515-242-5953
Email: sos@sos.iowa.gov
Website: <http://sos.iowa.gov/contactus.html>

KENTUCKY

Where to obtain the Apostille

First-Class Mail Service

Office of the Secretary of State
Authentications and Apostilles
P.O. Box 718
Frankfort, KY 40602-0718

Overnight or Hand Delivery

Office of the Secretary of State
State Capitol
700 Capitol Ave., Ste. 158
Phone: 502-564-3490
Fax: 502-564-5687
Website:

<http://www.sos.ky.gov/bus/businessrecords/Pages/Apostilles-and-Authentications.aspx>

MAINE

Where to obtain the Apostille

Main Secretary of State
111 Sewall Street 4th Floor
Augusta, ME 04330
(207) 624-7736

Website: <http://www.maine.gov/sos/cec/apostilles/index.html>

Fee: \$10 per signed document made payable to the Secretary of State

Authentication Process

The Secretary of State, Division of Corporations, UCC and Commissions, provides special certifications on vital record documents (birth, marriage, divorce or death records) issued by municipal, court and state officials. Additionally, special certifications are provided for any documents certified by notaries public.

The most common reason for this office to reject a request for these special certifications is due to an error by the Notary Public - the lack of a date on a notarization is the most common error. Please make certain that all notarizations are dated by the Notary Public. If you have questions about how your document may have been completed by a Notary Public, please contact this office.

To request special certifications (Authentications or Apostilles) on notarized or vital record documents, please download, complete and submit a request for (available via <http://www.maine.gov/sos/cec/notary/apostilles.html>) together with the notarized or vital record documents and the proper processing fee.

MASSACHUSETTS

Where to obtain the Apostille

An Apostille can be obtained directly from:

Secretary of the Commonwealth
Commissions Section
One Ashburton Place, Room 1719
Boston, MA 02108
617-727-2836

www.sec.state.ma.us/pre

Secretary of the Commonwealth
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

www.sec.state.ma.us/wso

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Secretary of the Commonwealth
218 South Main Street
Suite 206, Fall River, MA 02721
508-646-1374

www.sec.state.ma.us/wso

Fee: \$6.00 per document. Checks or money orders should be made payable to the Commonwealth of Massachusetts for the correct amount. Cash is not recommended because the office cannot refund cash lost in transit.

Authentication Process

The Secretary of the Commonwealth always recommends that you verify the information needed with the officials from the country of destination.

Please make sure that

- the Notary Public has signed his/her name exactly as he/she was commissioned on the documents submitted for an Apostille
- the notarial certificate has been completed
- the Notary Public's expiration date is on the document correctly, clearly and completely.
- the Notary Public has affixed the notary seal on the document and the imprint is legible.

Obtaining new documents for the purpose of an Apostille

Obtaining of marriage certificates

The city or town clerk where you applied and filed your marriage license will provide you with a certified copy of your marriage certificate

Obtaining of divorce decrees

Contact the district court clerk in the district where your divorce decree was filed and request a certified copy.

Obtaining of birth certificate

Contact the Office of Vital Records, 617-740-2600, or your local city or town clerk where the birth was recorded.

MICHIGAN

Where to obtain the Apostille

Michigan Department of State
Office of the Great Seal
7064 Crowser Drive
Lansing, MI 48918

To contact the office of the Great Seal, please call 1-888-767-6424
or email soswebmaster@michigan.gov

Website: <http://www.michigan.gov/sos>

MINNESOTA

Where to obtain the Apostille

Retirement Systems of Minnesota Building
Minnesota Secretary of State – Certification
60 Empire Drive, Suite 100

Website: <http://www.sos.state.mn.us/notary-apostille/apostille-authentication>

NEW HAMPSHIRE

Where to obtain the Apostille

Secretary of State's Office
State House - Room 204
Main Street
Concord, New Hampshire
Opening hours: 8:00 a.m. and 4:30 p.m.
Website: <http://www.sos.nh.gov/certific.htm>
Fee: \$10.00 fee per certificate

Authentication Process

Each document must have an original Notary Public or Justice of the Peace signature witnessing the signature of the author of the document. If signed by a notary, the notaries seal must be included in order to be certified by this office. Please have your documents notarized before bringing them to the Secretary of State's Office.

Secretary of State's Office cannot certify signatures of town and city clerks, county or state registrars or other state officials. The signatures must be those of a Notary Public or Justice of the Peace for the State of New Hampshire.

A \$10.00 fee per certificate is charged. This may be paid in cash or check made payable to the State of New Hampshire. In addition, an expedited fee shall be charged if IMMEDIATE (SAME DAY) service is requested. The expedited fee of \$25.00 will be charged for every 10 or more documents submitted for certification, and an additional \$25.00 will be charged for every additional ten documents.

Documents hand carried to the Secretary of State's Office will be accepted between the hours of 8:00 a.m. and 4:30 p.m. The office is located in the State House - Room 204 on Main Street in Concord, New Hampshire. Documents mailed to the office should be accompanied by a letter indicating what country the document is going to, a check in the correct amount and a self-addressed postage-paid envelope for returning the document to you. Also, include a phone

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number you may be reached should any questions arise.

Mailing address: Secretary of State's Office, 107 North Main Street, Concord, NH 03301

Obtaining new documents for the purpose of an Apostille

RSA 5-C:98 Vital Records Copies.

I. A vital record may NOT be issued, duplicated, sealed, or notarized by any persons other than the division or clerks of towns and cities. These restrictions shall not apply to vital records in the public domain unless a certified copy is requested.

II. Certified copies of vital records shall be issued to the public only by the state registrar or a clerk of a town or city in accordance with this chapter.

RSA 5-C:99 Apostille Records. An Apostille record means a vital record document which contains the certification as provided for in the 1961 Hague Convention and which is recognized in the United States and other certifying countries as a certified document. An Apostille record shall be prepared in the same manner as required for a certified copy and shall contain the following: the signature of the state registrar or the clerk of the town or city; the notarized acknowledgement of the state registrar or clerk and acknowledgement of the document by the New Hampshire secretary of state, including his or her signature and seal.

The Secretary of State's Office WILL NOT put an Apostille on a vital record if it is not submitted in the proper form as stated above.

NEW JERSEY

Where to obtain the Apostille

Department of Treasury

Division of Revenue

PO Box 452

Trenton, N.J. 08625-0452 Gebühr: US\$ 25 (additional US\$ 15.00 for expedited service)

Tel.: 609-633-8257 (extn 4)

Website: <http://www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm>

Fees: US\$ 5.00 per certificate if the transaction involves an adoption

US\$ 25.00 per certificate in all other cases

Payment may be made by check, money order or credit card. Checks and money orders are payable to the Treasurer, State of New Jersey. If paying by credit card, be sure to include the account number, name as it appears on the card and the expiration date.

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Authentication Process

When making a request, you must submit the original or certified copy of the document bearing the original notarization or certification by the public official, along with a cover letter indicating the name of the country in which the document is to be presented and whether the transaction involves an adoption. Remember that all **vital records (birth, death and marriage) must be obtained from the NJ Department of Health, Bureau of Vital Statistics**, (<http://nj.gov/health/vital/index.shtml>), Tel: 609.292.4087. **The Division of Revenue cannot attest to the signatures of registrars from municipal offices.**

Service Options

Requests submitted by regular mail should be sent to the NJ Division of Revenue, Notary Unit, PO Box 452, Trenton, NJ 08646. Processing time for mail-in requests is typically 15 business days. This time frame is not guaranteed and may be longer based upon the number of requests received.

Expedited service is also available for an additional \$15.00 fee per certificate. This service, which will ensure a processing time of 8 ½ business hours, may be requested either in person or by any overnight courier or express service. The address for expedited service requests is NJ Division of Revenue, 33 West State Street, 5th Floor, Trenton, NJ 08608-1214, Attention - Notary Unit.

Special Consideration:

All expedited work will be returned by regular mail unless other arrangements are made. Using regular mail for returning processed work may add several work days to the overall turnaround time for expedited transactions. In light of this, customers may opt to have their work returned via express mail or courier service. If this option is selected, the work request must include a completed air bill showing the customer as the sender and bill-to party.

OHIO

Where to obtain the Apostille

Ohio Secretary of State
Records and Client Services
180 E. Broad Street, Suite 103
Columbus, OH 43215
Phone: 614-728-9200
Website: <http://www.apostille.net/state-of-ohio-apostille.html>

PENNSYLVANIA

Where to obtain the Apostille

An Apostille can be obtained directly (but see document requirements below):

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Pennsylvania Department of State
Bureau of Commissions
Room 210, North Office Building
Harrisburg, P.A. 1712 Office
hours: Monday through Friday
8:30AM to 4:00PM Website:
http://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx
Fee: US \$ 15,--

Authentication Process

Your documents must be signed by and contain the seal of the Pennsylvania official who is the custodian of the record or a Pennsylvania notary public. NOTE: Diplomas, transcripts and criminal record checks must be notarized prior to requesting an Apostille or certification. Birth certificates do not need to be and should not be notarized.

Mail your documents to the Department of State along with a cover letter that includes your name and full mailing address or you may use our "Request for Legalization of Documents form" (available via http://www.dos.state.pa.us/portal/server.pt/community/certifications%2C_apostilles%2C_and_the_authentication_of_documents/12630).

Identify in the cover letter the **country** where the documents will be used.

Enclose a **personal check, money order or cashier's check made payable to "Commonwealth of Pennsylvania"** in the amount of \$15 per document. Checks and money orders must be issued by a U.S. institution or, if issued by a foreign bank, must be in U.S. dollars and contain a routing number. **Cash cannot be accepted by mail.**

Photocopies of notarized or certified documents **may not** be certified by the Secretary of the Commonwealth.

Enclose a **self-addressed, stamped envelope** for return of your documents. If you wish the order to be returned by a courier service, you must enclose a **prepaid air bill** with your order. NOTE: If requesting your documents to be returned via UPS (United Parcel Service), please list yourself as the sender and recipient on the air bill that you will be providing. Otherwise, the air bill will be changed accordingly.

Mail your request to: Pennsylvania
Department of State
Bureau of Commissions, Elections and Legislation
Room 210 North Office Building
Harrisburg, PA 17120-0029

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Processing time for mail-in requests is typically less than five (5) business days. Processing time does not include mailing time.

Walk-in requests are accepted from 8:30AM to 4:00PM, Monday through Friday (except State holidays). Walk-in requests are processed while the requestor waits. If using a GPS device for driving directions, please use 401 North Street for the street address.

Questions concerning Apostilles or certifications may be directed to the Pennsylvania Department of State, Bureau of Commissions, Elections and Legislation by calling (717) 787-5280, by email: RA-CERTIFICATIONS@state.pa.us or by writing to the address listed above. You may contact the U.S. Department of State concerning the legalization of documents at www.travel.state.gov.

Effective October 1, 2009, the Department no longer accepts FedEx or DHL for return shipment of documents.

Obtaining new documents for the purpose of an Apostille

For information on Vital Records such as **Birth Records and Death Records or changing Birth and Death Records** visit the website of the **Pennsylvania Department of Health Vital Records** (http://www.portal.state.pa.us/portal/server.pt/community/birth_and_death_certificates/11596).

For **Marriage and Divorce Records or Adoption Registry** contact the appropriate **Pennsylvania county government** office in which the records were filed.

RHODE Island

Where to obtain the Apostille

Secretary of State's Notary Public Section
148 West River Street
Providence, RI 02904-2615
Phone: (401) 222-1487
Fax: (401) 222-1309
TTY: 711
Office hours: Monday-Friday 8:30 a.m. to 4:30 p.m. Website:
<http://sos.ri.gov/divisions/Business-Portal/Certifications-Apostille-Goodstanding>
Fee:\$5.00 per Apostille

Authentication Process

You can obtain Apostilles for public documents such as birth or death certificates, marriage licenses, divorce decrees, school transcripts, school diplomas or

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degrees, and adoption papers. Certified copies of birth, death or marriage records must be obtained through Vital Records at the Rhode Island Department of Health. For more information call 401-222-2811.

A request for an Apostille or authentication may be made in person, by telephone, or by mail to the Secretary of State's Notary Public Section. Please be sure to provide the name of the country to which the document(s) will be sent. You must submit the original or certified copy of the document(s) that you wish to have an Apostille or authentication attached to, together with a fee of \$5.00 per Apostille or authentication being requested. Checks or money orders should be made payable to the Secretary of State. Requests for Apostilles and authentications are processed daily. If your request is by mail, the document(s) will be returned to you by first class mail. If overnight service is required, a pre-addressed, pre-paid airbill must be enclosed with the request.

VERMONT

Where to obtain the Apostille

Office of the Secretary of State
VT State Archives & Records Administration
1078 U.S. Route 2 - Middlesex
Montpelier, VT 05633-7701
Attn: Kathy Watters
Office hours: Monday through Friday 7:45 am to 4:30 pm
Website: <https://www.sec.state.vt.us/archives-records/contact-us.aspx>
Fee: \$2.00 per document, payable to the VT Secretary of State

Authentication Process

All documents properly certified by a Vermont notary public or record custodian with proper notarization must be brought or sent to the Vermont State Archives and Records Administration, a Division of the Secretary of State's Office, in Middlesex.

There the notary's signature will be verified by comparing it to the notary appointment form on file and an Apostille filled out and attached to the notarized document. A \$2.00 fee per document, payable to the VT Secretary of State, should accompany the request.

You may bring your documents in person or you may mail them to the address below. You can also call the office if you need directions or visit our website's contact section. Kathy Watters can be reached at 802-828-3287. Generally the office has a 1 day turn around on documents and is open from 7:45 am to 4:30 pm Monday through Friday excluding state and federal holidays.

Please include a letter or note indicating the country of destination, mailing instructions, if any, and contact information for yourself in the event additional

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information is needed or that the Office of the Secretary of State needs to contact you.

The fee for Apostilles or Authentications is \$2.00 per document, payable to the VT Secretary of State. If you wish to have your documents returned via special means such as Federal Express or any other courier service, you must provide a prepaid air bill. Unless otherwise instructed, they will mail documents back to you via first class mail.

WISCONSIN

Where to obtain the Apostille

Secretary of State Certification Desk
P.O. Box 7848
Madison WI 53707-7848
Website: <http://www.sos.state.wi.us/apostille.htm>