

FEES & SUBMISSION INSTRUCTIONS

FEES:

We charge \$10 for each apostille/ authentication; you will need a different apostille/authentication for each notarized document, or vital record.

SUBMISSION:

All requests are done on a first-come, first-served basis. Our office can take payment by check or money order (payable to "State of Oregon"), and Visa or MasterCard.

In person: We may be able to process it while you wait. Please allow 20 minutes per document. (Please arrive no later than 4pm to guarantee same day service.)

By mail please send the following:

- A brief cover letter stating the country the document is going to, your name, phone number and other contact information, [or use our form](#).
- Each original notarized document or vital record document you need authenticated.
- The applicable fee amount. (Cash not accepted)
- A return, self-addressed stamped envelope, so we can mail the documents precisely to the place you desire.

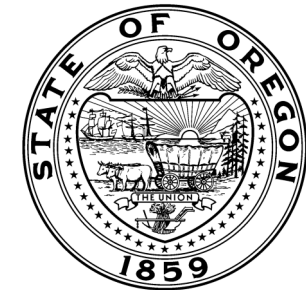
Regular Mail: Please allow 10 business days.

Express Mail: Please allow 2-3 business days.

OREGON SECRETARY OF STATE CORPORATION DIVISION

AUTHENTICATIONS AND APOSTILLES FOR:

OREGON NOTARIZATIONS
&
OREGON VITAL RECORDS



Contact Information:

Phone: 503-986-2200

Fax: 503-986-2300

Email: corporation.division@state.or.us

Website: www.filinginoregon.com/notary

Hours: Monday-Friday 8 am to 5 pm

Address:

Public Service Building

Corporation Division

Notary Section

255 Capitol St. NE, Ste. 151

Salem, OR 97310-1327

OREGON SECRETARY OF STATE
CORPORATION DIVISION



NOTAA (1503)

01/2011

INSTRUCTIONS FOR OBTAINING AN AUTHENTICATION OR APOSTILLE ON OREGON NOTARIZATIONS & VITAL RECORDS

(If you have a document that does not meet the stated requirements please call our office before submission.)

WHAT IS AN AUTHENTICATION?


When a document is to go to a foreign country (not for use in the U.S.), it's often necessary to have the notarization or official record authenticated; some countries call this an apostille. The Oregon Secretary of State can authenticate the signatures of Oregon notaries public, and the State Registrar on Oregon Vital Records (birth, death, marriage and dissolution of marriage certificates).

Note: The authentication, or apostille, attests to the validity of the notary public, or Oregon State Registrar, but not to the contents of the underlying document.

AUTHENTICATING AN OREGON NOTARIZATION

The procedure is simple; send the original, notarized document to us, or bring it to our office in Salem. (See Fee & Submission Instructions on back) **Background checks** by an Oregon agency must be notarized before submission. **FBI checks** must be submitted to the US Department of State.

Notarization Example:

| |
|---|
| State of Oregon |
| County of _____ |
| This document was acknowledged by _____ (signer) on _____(date). |
| <u>Notary Public Signature</u> |
|  |

AUTHENTICATING A VITAL RECORD

When you need an Oregon vital record (birth, death, marriage, or divorce certificate, or letter of no record) authenticated, you will first need to get a certified copy of the record from the Oregon Center for Health Statistics.

A certified copy of a county record is not acceptable, and should not be sent to us. Only the Oregon Center for Health Statistics can issue a true and current vital record containing the signature of the State Registrar, which is required for authentication.

Contact Oregon Center for Health Statistics at:

Phone: (971) 673-1190

800 NE Oregon St. Ste 205

Portland, OR 97232

www.healthoregon.org/chs

Once you have the vital record you can bring it to our office in Salem, or you can mail it to us (see submission instructions)

AUTHENTICATING SCHOOL RECORDS

When you need an Oregon school (elementary, middle, high school or college) transcript or diploma authenticated, you must have the person in charge of the records (normally the Registrar or Principal) certify to the record, in the presence of a notary, who will notarize that statement. Then the notarized transcript, or diploma, is sent to the Secretary of State's office for an authentication or apostille. See the Sample Certificates section for more details.

SAMPLE NOTARY CERTIFICATES FOR SCHOOL RECORDS

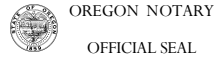
Below you will find sample notary certificates that we have found usually work in these instances. Feel free to use them, but please be aware that the Secretary of State does not guarantee they will be appropriate for your particular situation, nor are we advising you to adopt these methods. It is always best to consult with an official of the destination country before undertaking these procedures.

The face of the document should not be altered by the registrar or notary; the statement should either be typed on the **BACK** of the diploma or transcript, or on a separate sheet, stapled to the document.

Examples:

Statement & Notarization of Originals

I, _____, the (school registrar/principal) of _____ (name of school) hereby certify that this is the true and original school diploma/ transcript for _____(student's name).

| |
|---|
| State of Oregon |
| County of _____ |
| This ___ day of _____, _____, before me personally appeared _____(school registrar/principal) and signed the above statement. |
| <u>Notary Public Signature</u> |
|  |

Photocopy of Original Document

State of Oregon

County of _____

This ___ day of _____, _____, I hereby certify that this is a true and correct photocopy of the (diploma/grade transcript) for _____(student's name) in the possession of _____(name of person or school).

| |
|---|
| <u>Notary Public Signature</u> |
|  |