**Apostille**: Apostille is a French word (pronounce ah-poh-STEEL), which means a certification. For transcripts to get an apostille, the notarized transcript must be sent to the Secretary of State where the student lives. Students from Spain, Mexico, Korea, and some other countries may need to get apostilled transcripts. *Exchange students should begin the apostille process one month before departure.*

1. Write down the name, email address, and phone number of the official and notary public on campus in charge of your records, and the dates and times they are there, even if it is after your departure. You may need to contact them again from your home country if your first transcript gets lost in the mail.
2. Find out how you can get the Transcript notarized by a Notary Public. If there is a notary on campus, that is the best person to notarize your transcript. If there is no notary on campus, the registrar may be able to tell you who can notarize your official transcript.
3. After your transcript has been notarized, send it to the nearest “Authentication Authority” on the link [http://www.shirleylaw.com/en/resources/apostille_usa.htm](http://www.shirleylaw.com/en/resources/apostille_usa.htm)
4. Confirm notarization fee, and get a postal money order or check for that amount. Make sure you have included a self-addressed, stamped envelope for the Authentication Authority if required.
5. If the Authentication Authority does not send the apostilled transcript overseas, provide your host family and/or school official with your correct home address and phone number in English. School and government officials in the U.S. may need to know that you might not be returning to the same secondary school when you return to your home country. Some Sec. of State offices may need a cover letter stating your name and country of origin, and the type of document for which they need the apostille.

6. In case these apostilled documents are sent by the local Secretary of State to the receiving organization (ETC), the transcript will be sent to the sending organization (the organization in your home country).

**NOTE**: First ask if your host family/counselor/LC is able to help, then leave the proper funds, money orders, and stamped envelopes with each person to make sure the process is completed! If your family or school rep does not have time or will not be around, please call the ETC head office at 503-222-9803.

**Arizona**
Office of the Secretary of State
Business Services Division, Notary Section
1700 W. Washington, 7th Floor
Phoenix, AZ 85007-2888
602 542-4086/ 602 542-4758
[http://www.sosaz.com/notary](http://www.sosaz.com/notary)
**Fee**: $3.00
Designated Authority: Secretary of State; Assistant Secretary of State.

**California**
Office of the Secretary of State
Business Programs Division  
Notary Public Section  
P.O. Box 942877  
Sacramento, CA 94277-0001  
916-653-3595  
http://www.ss.ca.gov/business/notary/notary.htm  
**Fee: $20.00**  
Designated Authority: Secretary of State; any Assistant Secretary of State; any Deputy Secretary of State.

**Colorado**  
Office of Secretary of State  
1560 Broadway, Suite 200  
Denver, CO 80202  
303-894-2680  
http://www.sos.state.co.us/pubs/info_center/2001fees.htm  
**Fee: By Mail: $2.00 While You Wait: $17.00**  
Designated Authority: Secretary of State; Deputy Secretary of State.

**Florida**  
Department of State  
Office of International Affairs  
Notary Certification/Apostille Section  
The Capitol Building  
Suite 1902  
Tallahassee, FL 32399-0250  
804-488-7521  
http://notaries.dos.state.fl.us/notproc7.htm  
**Fee: $10.00**  
Designated Authority: Secretary of State

**Idaho**  
Office of Secretary of State  
Notary Department  
Box 83720  
Boise, ID 83720  
208- 332-2810  
http://www.id sos.state.id.us/notary/apostill.htm  
**Fee: $10.00**  
Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk.

**North Carolina**  
Office of Secretary of State  
Authentication Division  
PO Box 29622
Raleigh, NC 27626-0622
919-807-2140
http://www.secretary.state.nc.us/authen
Fee: $10.00
Designated Authority: Secretary of State; Deputy Secretary of State

**Oregon**
Office of Secretary of State
255 Capitol St.
Suite 151
Salem OR 97310
503-986-2200.
http://www.filinginoregon.com/notary/index.htm
Fee: $10.00
Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State.

**Utah**
Office of the Lieutenant Governor
210 State Capitol
Salt Lake City, UT 84145-8414
801-538-1040
http://governor.state.ut.us/lt_gover/internationaltemplate.html
Fee: Certifying Notary's Seal: $10.00 Apostille: $5.00
Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant.

**Washington**
Office of the Secretary of State
Corporations Division
Apostille and Certificate Program
PO Box 40228
Olympia, WA 98504-0228
360-586-2268
http://www.secstate.wa.gov/apostilles
Fee: $15.00
Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.