

AUTHENTICATION OF A DOCUMENT

(APOSTILLE process with our office)

\$3.00 per document

(Certificate Authenticating a Notary, Commissioner of Deeds, or another Public Official)

Death Certificates- must be a certified copy and issued by Onondaga County Department of Vital Statistics

Marriage Certificates- must be a certified copy and issued by a town or city clerk in Onondaga County.

Birth Certificates – must be a certified copy and issued by Onondaga County Department of Vital Statistics

Notaries- The County Clerk's Office authenticates documents notarized by a notary commissioned in Onondaga County. If the notary is commissioned in a different county, you will need to send to the other county.

Diploma- notarized - We recommend checking to make sure the notary is commissioned in Onondaga County. If they are commissioned in a different county, the document would be sent to appropriate county for authentication.

Our office charges a \$3 fee per authentication. We accept cash, check, credit, or debit cards. We will provide a receipt for the charge. When you use a credit/debit card there is an additional \$3 processing fee.

PLEASE MAKE CHECKS PAYABLE TO: Onondaga County Clerk

Please enclose a self-addressed stamped envelope for the return. We will forward the documents to the Department of State if you include the self-addressed stamped envelope.

- You may address the envelope to the Onondaga County Clerk's Office, 401 Montgomery Street Room 200, Syracuse NY 13202. Our turnaround time is same day as delivered unless it is a weekend delivery.

We can forward to the Department of State if you enclose a SASE to the Department of State along with their fee and cover letter. If you are including the self-addressed stamped envelope for the Department of State, address to:

- Department of State, Division of Licensing Services, Apostille & Authentication Unit, 99 Washington Ave 6th FL, Albany NY 12231.

You may wish to check their website <https://dos.ny.gov/apostille-or-certificate-authentication> for cover letter, fees, and turnaround time.

