



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
Apostille and Authentication Unit
One Commerce Plaza
99 Washington Avenue, 6th Floor
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Apostille/Certificate of Authentication Request

Submit this form with your documents. Please print or type.
(Note: Incomplete forms will be returned for correction)

Country documents will be used in: _____

Requestor's Name: _____

Name of Firm/Organization (If applicable): _____

Address: _____

Daytime telephone number: _____ Email address: _____

Location for Mailed Requests:

No same day service

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Apostille and Authentication Unit
99 Washington Avenue, 6th Floor
P.O. Box 22001
Albany, NY 12201-2001

Location for In-Person Deliveries ONLY:

Credit Cards not accepted at this location

Division of Licensing Services
123 William Street, 2nd Floor
New York, NY 10038

For Department of State Use Only

Transaction # _____ Date Processed: _____ Cash Receipt # _____

Apostille 210 210cc 210dc 260 262

Number of documents: _____ Special Deputy: _____ County: _____

Fees/Payment: (Checks/Money Orders must be payable to N.Y.S. Department of State)

Number of documents: _____ X \$10.00 per document = Total Due: _____