

# Apostilles and Certifications

## • REQUIREMENTS

- Many documents which are being filed overseas for adoptions, education, relocations, etc. require an apostille or certification of the Notary Public or Justice of the Peace signature.
- 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 notary's seal must be included in order to be certified by this office. ***Please make sure your documents are notarized before bringing them to the Secretary of State's Office.***
- **This 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 at 107 North 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-page envelope for returning the document to you. Also, we request that you include a phone number where you may be reached should we have any questions.
- Mailing address: Secretary of State's Office, 107 North Main Street, Room 204, Concord, N.H. 03301

Some countries are part of **THE HAGUE CONVENTION** and require **APOSTILLES** on documents which are going to be filed in their countries. A listing of countries belonging to The Hague Convention, as well as in-depth information on what the Hague Legalization Convention is all about can be found [here](#).

**Documents going to countries NOT listed above will usually require a regular certificate of the notary public or justice of the peace.**

## **PLEASE NOTE: NO FOREIGN CURRENCY WILL BE ACCEPTED**

### **CERTIFIED COPIES OF VITAL RECORDS**

**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.**