

# 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.**