

Apostilles and Authentications

For Documents notarized by a Colorado Notary Public and documents certified by a Colorado Public Official*

Documents intended for use in a foreign country often require **authentication** or **legalization** with an Apostille or other certificate. This process certifies the authenticity of the signature and the capacity in which the notary or other public official who signed the document has acted. The signature and seal on the document will be verified through official records on file in our office.

Do not wait until the last minute to prepare documents for Authentication! Remember that documents may not be notarized or prepared correctly. Submit your documents to our office *as soon as possible* to allow time for corrections.

To obtain an authentication for your document(s), please follow the steps below.

Step 1 Your document(s) must be notarized properly by a Colorado notary public or certified by Vital Records or the county. The signature of the person who notarizes or certifies the document must be on file with the Secretary of State.

- Original certified copies of birth or death certificates can be obtained from the Vital Records Office of Colorado at 4300 Cherry Creek Drive South, Denver, CO 80222-1530, 303-692-2200 or 605 Bannock, Denver, CO 80203, 303-436-7351. A marriage license, divorce decree, or other court document can be obtained from the county in which it was issued. A county clerk roster can be found on our website at www.sos.state.co.us

*Through July 31, 2009, for documents certified by a Colorado Public Official, please contact the [Elections Division](#).

- A Colorado notary public should not notarize documents issued and certified by a Colorado Public Official.
- Before submitting a notarized document for an apostille or other certification, to ensure prompt service and avoid rejection, please use the following checklist. Note: We are not able to notarize your documents for you.
 - Are the signatures on the document original, not stamped or photocopied?
 - Have all blanks in the document been filled in or crossed out?
 - Is the notary's statement complete, and does it show the state and county where the notarization took place and the date of the notarization? **Although the document may be in another language, the notary's statement must be in English.**
 - Does the notary's signature match the name on the notary's seal exactly?
 - Is the notary's commission expiration date clearly written or stamped on the notarization?

Step 2 Download and complete the [Authentication Request Form \(pdf\)](#) or [\(word doc\)](#)

- Submit the completed form with your original notarized document(s).
- Enclose a check or money order made payable to "Colorado Secretary of State". Payment in cash is accepted from walk-in customers. See below for the Fee Schedule.

Step 3 Mail or walk in to our office for processing.

- Documents submitted by mail are typically processed and placed in return mail within **5-7 business days** of receipt in our office.
- **Please include a self-addressed, stamped envelope for mailing your documents after processing.** For assurance of delivery of your completed document(s), we recommend utilizing an express or overnight delivery service such as FedEx or UPS. Call in advance of your submission to verify overnight procedures.
- Walk-in customers can drop off documents to be processed and picked up the following business day after 10:30 a.m., or placed in return mail typically within **5-7 business days** of receipt in our office.
- In emergencies, **expedited service** is available for **hand-delivered documents only**. No appointment is necessary. **Expedited service is offered from 8:00 a.m. TO 4:30 p.m. only.** After 4:30 p.m., hand-delivered documents are accepted for pick-up or mail-back service only.
- All processing times are estimates, subject to change and dependent on the number of customers and the number of documents submitted for processing.

Fee Schedule		
Our address: Colorado Department of State Licensing Division 1700 Broadway, Suite 200 Denver, CO 80290	SERVICE OPTIONS	FEES
	Normal Service: Mail In / Mail Back Drop Off / Pick Up or Mail Back	\$10 per document
	Expedited Service: (in-person only)	\$35 per document

For further assistance, contact the Licensing Division: 303-894-2200, Ext. # 6409 or e-mail notary@sos.state.co.us