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## How do I get an Apostille (or other certification) for my document?

An apostille or other certification, which may also be called an **authentication** or **legalization**, verifies that the Colorado notary public or public official whose signature appears on a document is in good standing, and has signed properly in accord with the records of the Secretary of State.

To obtain an apostille, please mail or hand deliver your document, **after** it has been properly notarized by a current Colorado notary or certified by a Colorado public official, to the Secretary of State's office.

- Documents that are notarized by a notary public are processed through the Licensing Division
- Documents that are official copies of public records, such as court proceedings and certificates of birth, death, etc., are processed through the Elections Division

The mailing address for either type of document is: **Office of the Secretary of State, 1560 Broadway, Suite 200, Denver, CO 80202**. If you are hand delivering document(s), please go to Suite 200 (second floor) for the Elections Division, and Suite 1000 (tenth floor) for the Licensing Division.

The following items must be provided in order to obtain an apostille or other authentication:

1. **The original document**, properly notarized or certified;
2. **The necessary information for processing**, which must include:
  - The name of the state or country for which the authentication is needed
  - Your name and daytime telephone number
  - The address to which the document should be mailed after processing, OR your written request to this office to hold the document for you to pick up in person (NOTE: All documents are processed within one business day of receipt, and will be mailed back or ready for pick-up after 10:30 A.M. the following business day)
3. **The required fee of \$2 per document**, paid by check or money order made out to the Colorado Secretary of State. Payment may be made in cash, if you prefer, but only when documents are hand delivered.

In emergencies, **expedited authentication service** is available for hand-delivered documents. The fee for expedited service is \$17 per document, and the time required is 5-10 minutes per document. Expedited service is offered from 7:30 AM to 4:30 PM, Monday through Friday (holidays excepted).

Expedited authentications are not available for mailed documents. If you would like expedited return of your document(s), however, you may include a **pre-paid, self-addressed express or overnight envelope** with your request, and we will use it to return the documents.

Before submitting a notarized document for an apostille or other certification, to ensure prompt service and avoid rejection, please use the following checklist:

- 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?
- 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?

Questions? For notarized documents, call the Licensing Division (303-894-2200, # 6409), and for other documents, call the Elections Division (303-894-2200, # 6307).

