



# Registrar's Office

## PROCEDURE FOR NOTARIAL OR APOSTILLE CERTIFICATION

### **WHAT IS AN APOSTILLE?**

An apostille is a government certification that proves the authenticity of a document. A diploma or transcript with an apostille is often needed when the student is applying for a visa, employment, or graduate school in another country. Please be sure to ask if this certification is required for your specific position or application.

### **WHO PROVIDES THE APOSTILLE?**

UCF does not apostille diplomas or transcripts. The Florida Secretary of State will apostille or recognize the commission of a Florida notary for diplomas and transcripts. These diplomas and transcripts must first be notarized and signed by the University Registrar. They may then be sent to Tallahassee for final certification.

When ordering your diploma or transcript, be sure to specify whether you need them notarized for apostille.

### **WHERE DO I SEND MY NOTARIZED DIPLOMA OR TRANSCRIPT?**

Department of State  
Division of Corporations  
Apostilles Section  
P.O. Box 6800  
Tallahassee, FL 32314

### **WHAT DO I NEED TO SEND WITH MY DIPLOMA OR TRANSCRIPT?**

1. **Check or money order** made out to "Florida Department of State"
  - \$10.00 per document
  - Checks must be issued in U.S. currency drawn from a U.S. bank
2. Completed **Apostille and Notarial Certificate Request Form** (see link below)
3. A **pre-stamped envelope**, addressed FROM YOU and TO YOU  
OR  
A **pre-paid air bill**, addressed FROM YOU and TO YOU

### **WHAT IS THE PROCESSING TIME?**

Allow at least five (5) business days for processing. Requests are completed in the order they are received and cannot be expedited.

Apostille and Notarial Certificate Request Form:

[https://files.floridados.gov/media/702388/1-apostille\\_and\\_notarial\\_certificate\\_request\\_form-10-19-2023.pdf](https://files.floridados.gov/media/702388/1-apostille_and_notarial_certificate_request_form-10-19-2023.pdf)



For more information:

<https://dos.fl.gov/sunbiz/other-services/apostille-notarial-certification/>

