



Virginia Military Institute

REQUEST FOR APOSTILLE

An Apostille is a form of authentication appropriate to countries which have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. (A more comprehensive description of the Apostille is available at http://travel.state.gov/law/info/judicial/judicial_2545.html)

PLEASE NOTE: It is the responsibility of each cadet to obtain Apostille certifications as requested per country directive. The VMI Registrar's Office serves only in the capacity to assist cadets in the Apostille processing requirements and has no control over the timeliness of processing or results.

***** PLEASE COMPLETE AND FOLLOW INSTRUCTIONS*****

Cadet Name: _____ ID # _____

Major: _____ Dates of Attendance: _____

Current Address: _____

Daytime Phone Number: _____

Document for which Apostille is Requested: _____

Reason for Request: _____

Country: _____

Name and Address of Requestor: _____

Please note that an Apostille certification must be first approved by the Commonwealth of Virginia – Secretary of the Commonwealth, and then forwarded to the U.S. Department of State in Washington, DC for final certification of the Apostille. Please allow appropriate time for processing and return of document(s) to their desired destination(s).

**INSTRUCTIONS TO OBTAIN THE SECRETARY OF THE COMMONWEALTH /
STATE OF VIRGINIA CERTIFICATION:**

PROCESS:

- 1) Complete all pertinent information requested on Page 1 of this instructional sheet.
- 2) Attach the VMI document for which the Apostille is being requested. (NOTE: Please make sure that you check with the Embassy for the country in which the document is requested regarding specific requirements. For example, a legible facsimile of a diploma may be accepted for some countries, however, there are a few select countries that require the *original* diploma. As a result, please make sure that the document(s) requested for Apostille certification are those required to fulfill your necessary requirements.)
- 3) Attach a check, traveler's check or international money order for each Apostille requested. There is a charge of \$10.00 for the first Apostille, and \$5.00 for each additional. The check should be made payable to the Secretary of the Commonwealth. **Certification at the State of Virginia level takes 3-4 weeks to process.**
- 4) Include a self-addressed, stamped envelope to yourself so that the documents can be returned to you directly. For diplomas please make sure there is sufficient packaging and postage to get the diploma returned to you directly.

VMI will notarize the appropriate documents
and forward your packet of information to:

Secretary of the Commonwealth
ATTN: Authentications
1111 East Broad Street
4th Floor
Richmond, VA 23219

**INSTRUCTIONS TO OBTAIN THE FINAL CERTIFICATION OF APOSTILLE
U.S. STATE DEPARTMENT, WASHINGTON, D.C.:**

- 1) Once the Secretary of the Commonwealth certification has been completed and the supporting documents returned to you, this documentation must then be sent to the U.S. Department of State in Washington, DC for issuance of the Apostille.
- 2) Complete the Authentication Cover Letter requested at the authentication office home page at:
<http://www.state.gov/m/a/auth/>
- 3) Mail the following documentation:
 - 1) Letter outlining what is needed, for what country, and why.
 - 2) Include Authentication Cover Letter.
 - 3) Include a check, money order, traveler's check or international money order for \$8.00 for EACH Apostille requested. **Checks may be made out to the U.S. Department of State.**
 - 4) Include a self-addressed, stamped envelope to yourself so that the documents can be returned to you directly. For diplomas please make sure there is sufficient packaging and postage to get the diploma returned to you directly.

This information should then be sent to:

*Authentications Office
(A/OPR/GSM/AUTH)
518 23rd Street, N.W.
State Annex 1
Washington, DC 20520*

INFORMATION RESOURCES:

U.S. Department of State - Authentications Office Home Page: <http://www.state.gov/m/a/auth/>

Commonwealth of Virginia – Department of Authentications:

<https://commonwealth.virginia.gov/official-documents/authentications/>

Apostille Information: http://www.foreigndocuments.com/apostille_en.html#1