



**GEORGIA SUPERIOR COURT  
CLERKS' COOPERATIVE AUTHORITY**

*Notary and Authentications Division  
1875 Century Boulevard, Suite 100  
Atlanta, Georgia 30345  
(404) 627 6023*

## **How to Obtain an Apostille for School Documents**

Documents issued in one country which need to be used in another country may require additional "authentication" or "legalization" before they can be recognized as valid in the foreign country. Since 1981, the United States has joined an international agreement called the *1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents* (also known as The Apostille Treaty). The Apostille Treaty provides for a simplified method of authenticating public (including notarized) documents for use in other countries that have joined the convention. With this Apostille certification, the document is entitled to recognition in the country of intended use. The U.S. State Department has designated the GSCCCA as the only agency authorized to issue apostilles for documents originating in Georgia.

### **Apostille for School Transcripts:**

The simplest means to accomplish this is for the school to write a short letter, on school letterhead, stating that attached are the official school documents for this student. This letter is physically signed by a school official in the presence of a notary. (A sample letter is attached).

An alternate method is to have a school official physically sign the transcripts in the presence of a notary public. The notary public must include the exact date of notarization as required by statute.

### **Apostille for Diplomas:**

#### **Original Diploma**

Follow the instructions shown above for transcripts.

#### **Photocopy of Diploma**

**Method 1 - Notary Makes Copy:** Any Georgia notary public can make a certified copy of an original diploma. The notary public will make a copy of the diploma and state that it is a true and correct copy on the photocopy or complete the attached "Copy Certification by Notary Public" certificate and attach it to the photocopy of the diploma.

**Method 2 - Document Custodian Makes Copy:** An alternative is to have the document custodian (person who is in possession of the document) make a photocopy and sign the attached "Copy Certification by Document Custodian" affidavit in presence of a Georgia notary.

### **Final Instructions:**

- Detailed mailing instructions can be found at our website [www.gsccca.org/apostille](http://www.gsccca.org/apostille).
- The fee for the apostille is \$3.00 per document.
- Walk-In Service: 9:00 a.m. to 4:00 p.m. Monday thru Friday (no appointment is necessary).

**Sample Letter for School Documents (please use school letterhead)**

Date:

To Whom It May Concern:

Attached are the official school documents for \_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
School Official Title

State of Georgia

County of \_\_\_\_\_

Signed or attested before me on \_\_\_\_\_  
Date

by \_\_\_\_\_  
School official's name

who is

\_\_\_\_ personally known

\_\_\_\_\_  
(signature of notary public)

Notary Public, State of Georgia

Stamp/Seal

My commission expires: \_\_\_\_\_

**Copy Certification by Notary Public for Diplomas**

State of Georgia

County of \_\_\_\_\_

On this \_\_\_\_\_,  
Date

I certify that this is a true, correct and complete copy made by me from the original diploma in  
the possession of \_\_\_\_\_ .

\_\_\_\_\_  
(signature of notary public)

Notary Public, State of Georgia

Stamp/Seal

My commission expires: \_\_\_\_\_

**Copy Certification by Document Custodian for Diplomas**

I, \_\_\_\_\_, hereby declare that the attached  
Printed name of affiant/document custodian

reproduction of \_\_\_\_\_  
(description of document)

is a true, correct and complete copy of a document of the original diploma.

\_\_\_\_\_  
Signature of Affiant      Date: \_\_\_\_\_

---

State of Georgia  
County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_  
Date

by \_\_\_\_\_,  
Printed name of individual signing document

who is  
\_\_\_\_ personally known  
or  
\_\_\_\_ proved to me on the basis of satisfactory evidence to be the person  
who appeared before me.

\_\_\_\_\_  
(signature of notary public)  
Notary Public, State of Georgia

Stamp/Seal

My commission expires: \_\_\_\_\_