



**GEORGIA SUPERIOR COURT
CLERKS' COOPERATIVE AUTHORITY**

*Notary and Authentications Division
1875 Century Boulevard, Suite 100
Atlanta, Georgia 30345*

Criminal Records Check Instructions for Obtaining an Apostille

There are three law enforcement agencies who can issue criminal record checks. National record checks are conducted by the FBI (www.fbi.gov). Statewide record checks are conducted by either the Georgia Bureau of Investigation (GBI www.gbi.georgia.gov), or by a local sheriff or police department. You should contact the destination country to determine which type of records check they are requesting.

- **FBI** record checks (sometimes called an Identity History Summary Check) that have been signed by an FBI Division official and have the FBI seal are federal documents and must be authenticated by the U.S. Department of State Authentications Office (<https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/internl-judicial-asst/authentications-and-apostilles/office-of-authentications.html>).
- **GBI** record checks that have been signed by a GBI official and that official's signature was witnessed by a notary are ready for the apostille by submitting it to our office in person or by mail.
- **Local Police Agencies:** An issuing police agency official should sign the results of the record check and that signature must be witnessed by a Georgia notary. If they have done so, your document is ready for the apostille and can be submitted to our office by mail or in person.

Note: Police agencies often do not notarize the records check. If this is the case, complete the Criminal Records Check affidavit and sign it in the presence of any Georgia notary public and submit it to our office for an apostille.

Criminal Records Check Affidavit

I, _____, hereby declare that the attached is the
Printed name of affiant/document custodian

true and complete original of _____
Subject's name on criminal records check

criminal records documentation issued by: _____
Name of law enforcement agency

Signature of Affiant Date: _____

State of Georgia

County of _____

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

by _____,
Printed name(s) of individual(s) making statement

who proved to me on the basis of satisfactory evidence to be the person(s)
who appeared before me.

____ Personally Known
or
____ Produced Identification

Type of ID _____

Signature of notary public

(Name of notary, typed, stamped or printed)
Notary Public State of Georgia

Stamp/Seal

My commission expires: _____