



**GEORGIA SUPERIOR COURT
CLERKS' COOPERATIVE AUTHORITY**

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

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:

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.

If you wish to have an apostille placed on an original diploma, the procedure is identical to the one used for school transcripts.

Final Instructions:

Detailed mailing instructions can be found at our website www.gsccca.org/apostille.
The fee for the apostille is \$3.00 per document.

Walk-In Service: 8:30 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

Signature of notary public

(Name of notary, typed, stamped or printed)
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 record in the possession of _____.

Signature of notary public

(Name of notary, typed, stamped or printed)
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 in my possession or control.

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: _____