

The Office of the Texas Secretary of State

Apostille/Authentication Certificate Guide

This guide provides guidance on the needs of the Office of the Texas Secretary of State (Office) to approve a notarized or recordable document for a universal apostille, is not intended as legal advice, and does not establish an attorney-client relationship. Please contact your private attorney for legal advice specific to your situation.

What is an Apostille?

An Apostille is a certificate that is attached to your public record or notarized document which validates they are properly issued from Texas.

NOTE: The apostille attests to the validity of the Texas public official, not to the contents of the underlying document.

Apostille for a Texas Notarization

To request an apostille, provide your documents with a completed Form 2102 – Request for Universal Apostille.

Our Office must receive the original Texas notarized document to issue an apostille.

Notarization Requirements

Notarizations must contain a statement and signature from the owner of the document. Also, the notary must complete a true and accurate notarial certificate, with their notary seal, signature, and date.

What if I need an Authentication Certificate?

Our universal apostille will work for any foreign country, even for those that request an authentication certificate.

NOTE: Countries requesting an authentication certificate may need to be further authenticated by the U.S. Department of State.

Notarized Copies of Documents

- Copies of Driver's License and/or Passports
- Copies of Personal Documents (Receipts, Letters, etc.)

Our Office can apostille copies of driver's licenses, passports, and/or other types of identifying documents, which have a statement and signature from the owner of the document. Also, the notary must complete a true and accurate notarial certificate, with their notary seal, signature, and date.

Notarized Translations

Translations of documents must contain a statement and signature from the translator describing what was translated and a proper notarial certificate with a notary signature, seal, and date.

Notarized translations must be presented with the signed translation/statement and a copy of the document which was translated.

Sample of Statement for a Document

I, (document owner's name) certify this is a true and accurate copy of my (name of document).

Signature of Owner

Sample of Translator Statement

I, (translator's name), certify this is a true and accurate translation of (name of document) completed by me on (date).

Signature of Translator

Notarized Copies of Corporation or Business Documents

Our Office can apostille copies of corporation or business documents, which contain a statement signature from an authority of the company. Also, the notary must complete a true and accurate notarial certificate, with their notary seal, signature, and date.

Original Business documents filed with Texas Secretary of State may be apostilled by the Corporation Apostille section.

Sample of Statement for Business Document

I, (company authority) certify the document(s) attached to this statement are true and correct copies of records relating to (company name).

1. (Document no. 1)

2. (Document no. 2)

Signature of Owner

Texas State, County, and Court Records

- Birth or Death Certificates
- Marriage Certificates
- State Issued Background Checks, etc.
- Car Title Search Letters
- Divorce Decrees

Our Office can apostille original certified copies of birth or death certificates issued by the city, county, or state.

Our Office cannot apostille federal documents, such as Certificates of Naturalization, or FBI background checks. Please contact the U.S. Department of State.

Recorded documents, such as these, cannot be notarized by a notary public.

Apostille for School Records

- School Transcripts
- Letters issued by the School
- Diplomas
- Report Cards

Our Office can apostille school records that have been properly notarized by a Texas notary public.

Original School Records

1. Must contain a statement of issuance and signature of a school official.
2. Must contain a proper notarial certificate, notary signature and seal, and a date.

Notarized Copies of School Records

3. Must contain a statement of ownership and signature of the student or parent/guardian.
4. Must contain a proper notarial certificate, notary signature and seal, and a date.

Sample of School Statements

Original School Record

I, (signer's name), the (occupation title) of (name of school) certify this is a true and correct original school (type of document) for (student's name).

Signature of School Official *Date*

Notarized Copy of a School Record

I, (student/parent/guardian name), certify this is a true and correct photocopy of the (type of document) for (student's name).

Signature of Student/Parent/Guardian *Date*

Notarial Certificates

All documents which are notarized by a Texas notary public must contain a notarial certificate that is completed by the notary at the time of notarization which describes the type of notarization performed.

Sample Notarial Certificate

State of Texas

County of _____

This document was acknowledged by
(signer) on (date).

Notary Public Signature *Notary Public Seal*