

Procedure for Obtaining an Apostille

The authenticity of an American document (e.g. birth or marriage certificate) is confirmed by the interior governmental authorities from the issuing State (Secretary of State) with a so-called Apostille.

In all cases, the certificate(s) must be enclosed with a letter written in English requesting the Apostille in accordance with the Hague Convention, along with the name of the country where the documents are to be submitted.

The documents requiring the Apostille must include the original signature (signed notarization) from a registered notary or an official of the U.S. State, who is registered with the Department of State, or with the Secretary of State or with the Department of the Treasury.

In cases of civil status documents, in which the issuing person has not personally signed, but rather whose signature is presented as a facsimile signature on the document, must in addition obtain the original signature of the issuer before the Apostille can be issued.

The Apostille is issued by the Secretary of State from the U.S. State in which the particular certificate was issued:

Arkansas:

Office of the Secretary of State
Elections Division
State Capitol, Suite 026
Little Rock, AR, 72201
Tel.: +1 501 682 5070 or 1-800-482-1127
Web: www.sos.arkansas.gov

Fee: US-\$ 10

Louisiana:

Office of the Secretary of State
Mailing Address:
Commissions Division
P.O. Box 94125
Baton Rouge, Louisiana 70804-9125
Physical Address:
8585 Archives Ave
Baton Rouge, LA 70809
Tel: +1 225 922 0330
Web: www.sos.la.gov

Fee: US-\$ 20

New Mexico:

Office of the Secretary of State
New Mexico State Capitol North,
325 Don Gaspar, Suite 300
Santa Fe, NM 87501
Tel.: +1 505 827 3600 or 1-800 477 3632
Web: www.sos.state.nm.us (Request Letter Form)

Fee: US-\$ 3

Oklahoma:

Office of the Secretary of State
Certification Department
2300 N. Lincoln Blvd, Room 101
Oklahoma City, OK 73105-4897
Tel.: +1 405-521-4211
Fax: +1 405-521-3771
Web: www.sos.ok.gov

Fee: US-\$ 25

Texas:

Office of the Secretary of State
Authentications Unit
P.O. Box 13550
Austin, TX 78711-3550
Tel.: +1 512 463 5705
Web: www.sos.state.tx.us

Fee: US-\$ 15

The Apostille (according to the Hague Convention from the 5th of October 1961) can be requested at the Secretary of State for the above listed fees (with an international Money Order payable to the "Secretary of State"). The request should indicate for which country the Apostille is needed, i.e. Germany, and should be submitted with the original document (in some exceptions a recently issued notarized copy of the certificate will be accepted).

Since the rules pertaining to the required documents and applicable fees may change at short notice, inquiries should be made directly at the Secretary of State regarding specifications and certain requirements.

Although the information on this document has been prepared with utmost care, the German Consulate General Houston can not accept any responsibility for inaccuracies contained herein.