

*Office of Records and Registration*

## **Apostille**

Students needing to have school records certified for international use in countries which signed the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents require an apostille. Please refer to the U.S. State Department's website (<http://www.state.gov/www/authenticate/list.html>) for a list of countries that will accept the apostille certificate in place of any further legalization.

Please follow these steps to obtain an apostille:

- Submit a [Certified Letter Request](#) using the form available on the JHSPH Records and Registration website. The form can be dropped off at the Student Affairs Office (615 N. Wolfe Street, Suite E-1002) or faxed to (410) 955-0464. **Please note that requests typically take 5-7 business days to process.**
- Once the certified letter has been obtained, take the letter and any school records (transcripts, certificates, diploma, etc.) to a notary public to be notarized. **Please note that each document must be notarized.**
- The notarized documents must then be taken to the Clerk of the Circuit Court for certification in the county where the notary was commissioned (the county will be imprinted on the notary's seal).
- The certified documents should be taken to the Office of the Secretary of State in Annapolis, MD for certification:

16 Francis Street  
Jeffrey Building  
Annapolis, MD 21401  
Tel: (410) 974-5521

The Office of the Secretary of State is open Monday through Friday between the hours of 8:30am to 4pm EST. Please call their office or visit their website ([www.sos.state.md.us/Certifications/faq.htm](http://www.sos.state.md.us/Certifications/faq.htm)) to verify their business hours.