

Apostille for documents filed in Schenectady County: Instructions Below

- **Must have original document** - Birth Certificate or Marriage License certified with raised seal and signed by Registrar (may be obtained at location of birth or where Marriage License is filed).
- **Mail original document to Schenectady County Clerk (see address below) for Apostille from County** (verifies signature of Local Registrar.)
 - There is a \$5.00 fee per signature;
 - Make check payable to **Schenectady County Clerk**;
 - Enclose a stamped, self-addressed envelope for return of documents.
**You may call the Schenectady Clerk's Office to inquire if they are able to forward your documents to the State Department for you.*
- **Mail original document and County Apostille to New York State Department of State (see address below) for Apostille from State** (verifies County Clerk's signature.)
 - There is a \$10.00 fee per signature;
 - Make check payable to **New York State Department of State**;
 - Enclose a stamped, self-addressed envelope for return of documents.

COUNTY CLERK

**Mr. John Woodward
Schenectady County Clerk
620 State Street Schenectady, NY 12305
(518) 388-4220**

NEW YORK STATE

**New York State Department of State
Miscellaneous Records Bureau
41 State Street
Albany, NY 12231
(518) 474-4770**

If your document is not issued in Schenectady County or New York State, please contact that County Clerk for procedures on obtaining an Apostille.