

Instructions for Completion of the Apostille Process

1. Print and complete the cover letter (under FAQ's: How do I prepare the documents?) from the Secretary of the Commonwealth's office website <https://www.commonwealth.virginia.gov/official-documents/authentications/>
2. The apostille request should include the cover letter, the notarized letter(s), the official document(s), and the apostille fee (under FAQ's: What are the fees?).
3. Follow the MAIL-IN Instructions on the website for where and how to mail the document(s) and how the documents will be returned to you (we recommend including a self-addressed, prepaid, trackable mailer for the return).