

## APOSTILLE REQUIREMENTS FOR CERTIFICATES TO BE USED IN FOREIGN COUNTRIES

NOTE: Certificates must be the full form that lists the parent(s) names

### **STEP 1**

Obtain the Certificate with the signature of the Deputy Registrar and seal from the Vital Records Office

Phone 585-753-5141

Website: [monroecounty.gov/birthdeath](http://monroecounty.gov/birthdeath)

### **STEP 2**

Send Certificate to Monroe County Clerk's Office to obtain an "Oath of Office Certificate"

Monroe County Clerk

Attn: Oath of Office

39 W. Main Street

Rochester, NY 14614

585-753-1600

Fee: \$5.00 (check/money order)

### **STEP 3**

Send Certificate to New York State to obtain their Apostille seal

Department of State

Attn: Miscellaneous Records

99 Washington Ave. Suite 600

Albany, NY 12231-0001

518-474-4770

Fee: \$10.00 (check/money order)