

Instructions for obtaining an Apostille for documents filed in Schenectady County:

- **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**

NYS DEPARTMENT OF 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.

If you have any questions, you may call 518-386-4510 or 4511