

**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.) You must state the country where document is being sent.  
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  
Division of Licensing & Services  
Apostille & Authenticating Unit  
99 Washington Avenue  
Albany, NY 12231  
(518) 474-4429**

**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