



APOSTILLE & AUTHENTICATION

Apostille Checklist

For documents intended for use in a country that is a signatory to the 1961 Hague Apostille Convention.

Determine the Destination Country

Hague Convention member countries accept an **Apostille**. Non-member countries require **Authentication + Consular Legalization**. Confirm which is required with the receiving party.

Common Documents Requiring Apostille

- Birth, marriage, and death certificates (certified state copies)
- FBI background checks / state criminal history reports
- Diplomas, transcripts, and educational records
- Powers of Attorney and affidavits (notarized first)
- Corporate documents, articles of incorporation, board resolutions
- Adoption documents
- Court orders and judgments

Preparation Steps

- Obtain **original** or certified copies from the issuing agency.
- For notarized documents: sign in front of a Nevada notary — do **not** pre-sign.
- Confirm document is not more than **3 months old** (some countries require newer).
- Provide the destination country in writing.
- Provide a return shipping address and preferred delivery method.
- Confirm any **translation requirements** with the receiving party.

What Ross & Associates Handles

- Notarization (when required)
- Nevada Secretary of State apostille submission
- U.S. Department of State submissions (for federal documents)
- Tracking, pickup, and secure return delivery

Processing times vary by state and destination country and can range from a few days to several weeks. Rush handling may be available for an additional service fee.