

Apostille and Single Status Letters Information:

There are two types of certifications for documents sent to other countries for business purposes or family matters like adoption, marriage or college. The most common when dealing with [countries participating](#) in the [Hague Convention](#) is the Apostille Certification. Contact the Georgia Superior Court Clerk's Authority at (404) 327-6023 to find out the requirements for obtaining an Apostille certification:

[Georgia Superior Court Clerks' Cooperative Authority](#)

1875 Century Boulevard
Suite 100
Atlanta, Georgia 30345
Phone: (404) 327-6023

Please review the list of countries operating as members of the Hague Convention to ensure you are bringing your documents to the correct office.

Documents that are intended for countries not participating in the Hague Convention require the Great Seal, which is administered by the Secretary of State's Elections Division.

The fee is \$10 per document. It can be paid by money order or check payable to the Secretary of State. If you bring the documents in person, you also have the option to pay by credit or debit card.

You can come by the office at the address below or send documents there by U.S. Postal Service or expedited mail services.

If sending your documents, enclose:

- payment by check or money order.
- a cover letter stating the name of the country in which the document(s) will be used. The country name is needed in order to authenticate the document correctly. Please include a telephone number where you can be reached during normal business hours.
- a self-addressed stamped **9" by 12" (or larger) envelope** for return of the documents. If you want the documents to be returned by a courier service, you must enclose a prepaid air bill with your order; no collect or cash-on-delivery (COD) documents can be sent from this office.

Office of Secretary of State
Elections Division - Authentications
2 Martin Luther King Jr. Drive SE
Suite 802 - Floyd West Tower
Atlanta, Georgia 30334
Phone: (470) 312-2743
Fax: (404) 651-9531