



Office of the Registrar
Raymond Hall, 3rd Floor
44 Pierrepont Ave
Potsdam, NY 13676
(315) 267-2943
registrar@potssdam.edu

Apostille/Certificate of Authentication Request

Date

First/Given Name Middle Name(s) Last/Family Name

Former Name(s) (if applicable) Date of Birth (MM/DD/YYYY)

Street Address, including Apt # City State/Province/Region Postal/Zip Code Country

Phone # Email address

Dear Office of the Registrar at SUNY Potsdam:
I am requesting the following document(s) be processed for an Apostille to be used in _____
Country

Documents to be authenticated (select all that apply):

Official transcript (no charge) Dates of Attendance: _____
Undergraduate Graduate All YYYY - YYYY

Copy of Diploma (no charge) Date(s) Awarded: _____
Bachelor Master All MM/YYYY

Original Diploma (enclosed)
Bachelor Master

Sincerely,

Original handwritten signature
(digital, electronic signatures not accepted)

Scan and submit this form with your handwritten signature using the Registrar's [Secure File Upload](#).

Or print and mail with documents, checks/money orders, and pre-paid mailers to:
SUNY Potsdam
Office of the Registrar
Raymond Hall, 3rd Floor
44 Pierrepont Ave
Potsdam, NY 13676

Apostille/Certificate of Authentication Request

Steps to get an Apostille/Certificate of Authentication:

1. A copy of the diploma or official transcript is printed by the SUNY Potsdam Office of the Registrar **OR** clear copies or originals are submitted to the Office of the Registrar.
2. Authentication must be certified by SUNY Potsdam Registrar staff attesting that the diploma and/or transcript is an official record or a true copy of the original document.
3. SUNY Potsdam Registrar staff's signature is notarized by an on-campus notary public.
4. SUNY Potsdam Office of the Registrar mails the documents including a completed NYS Department of State (NYS DoS) Apostille/Certificate of Authentication Request form, pre-paid mailers, and checks/money orders to the St. Lawrence County Clerk's office in Canton, NY.
5. The notary public's signature is certified by the St. Lawrence County Clerk.
6. The documents including the completed NYS DoS Apostille/Certificate of Authentication Request form, pre-paid mailer, and check/money order will then be sent to the NYS DoS in Albany, NY by the St. Lawrence County Clerk using a pre-paid mailer.
7. The NYS DoS processes the Apostille.
8. The Apostille and documents are returned to you or your designee using a pre-paid mailer.

SUNY Potsdam Fees:

Official transcripts for Apostille purposes

no charge

Copy of diploma

no charge

Replacement duplicate diploma

\$10 per diploma, ordered through SUNY Potsdam's official diploma vendor, Parchment. Use the [Parchment portal](#) to order a replacement duplicate diploma.

St. Lawrence County Clerk Fees:

\$3 for each document to be certified.

Checks/money orders drawn from a U.S. bank must be payable to St. Lawrence County Clerk.

Number of documents _____ X \$3.00 per document = Total Due: _____

New York State Department of State (NYS DoS) Fees:

\$10 for each document that needs Apostille.

Checks/Money Orders drawn from a U.S. bank must be payable to NYS Department of State.

Number of documents _____ X \$10.00 per document = Total Due: _____

You must send TWO (2) pre-paid mailers to the Registrar's Office with your materials.

1. The first pre-paid mailer should be addressed to:

New York Department of State
Division of Licensing Services
Apostille and Authentication Unit
P.O. Box 22001
Albany, NY 12201-2001

Registrar staff will forward this pre-paid mailer to the St. Lawrence County Clerk with your documents. The St. Lawrence County Clerk's office will use this mailer to forward your documents to the NYS DoS for the Apostille.

2. The second pre-paid mailer should be self-addressed or addressed to another U.S. address. The St. Lawrence County Clerk's office will forward this pre-paid mailer to the NYS DoS with your documents. The NYS DoS will use this mailer to return the documents to you or other designee (family member, friend, etc.).