

BCS Online Filing Portal User Guide



Notary and Apostille Filing Module

Last updated on July 2026



Arkansas Secretary of State
Cole Jester

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1. Getting Started with the Online Filing Portal

Before you can use our online filing portal, you'll first need to create an account in our online portal.

Important: If you had an account in the old system before January 25, 2024, you'll still need to create a new account.

Step 1: Go to the Login Page

- Visit the online portal: <https://bcs.sos.arkansas.gov>
- Click **Login** (top right corner).



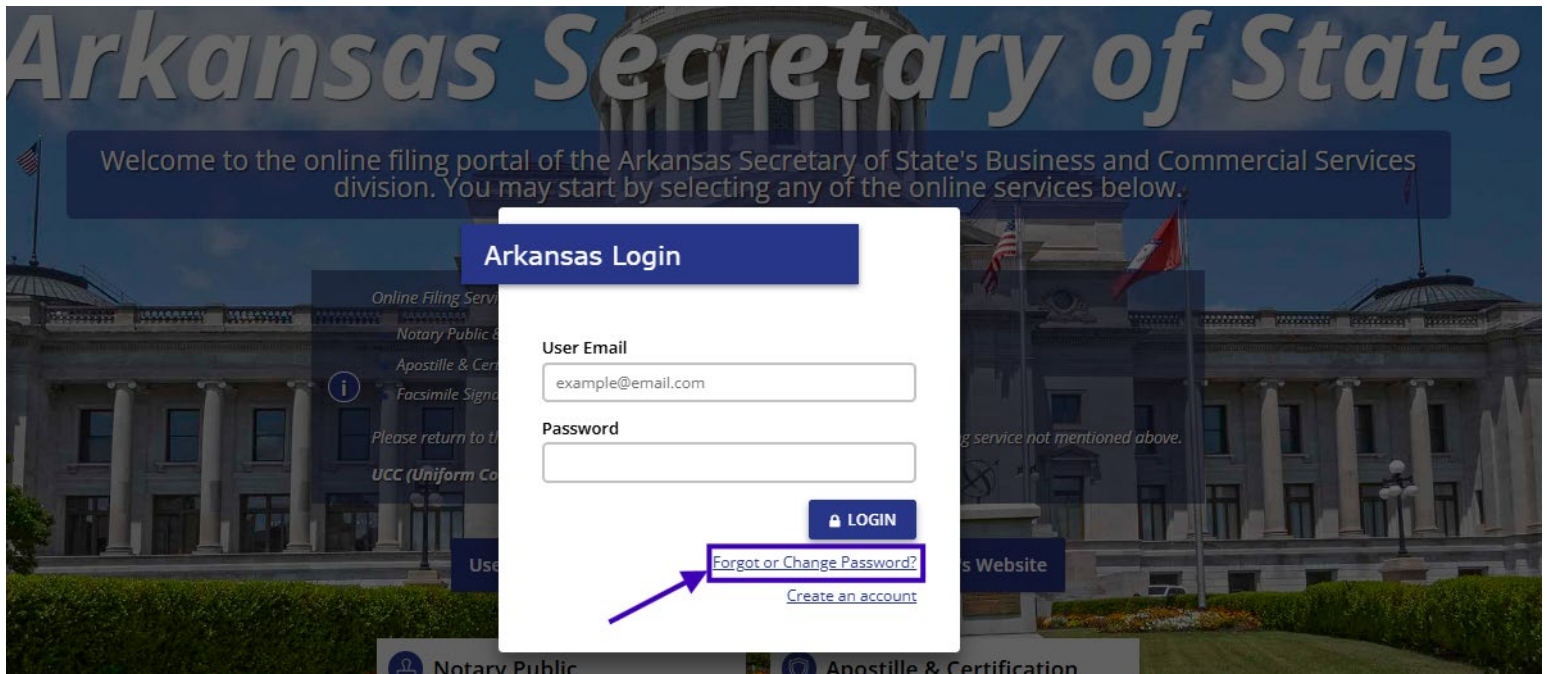


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Step 2: Sign In or Create Your Account

If you already have an account:

- Enter your **Email** and **Password**.
- Forgot your password? Click "**Forgot or Change Password**" and follow the instructions to reset it.
(Note – When you receive the email to reset your password, you may see the login screen popup on the page. Simply close the popup by clicking the "X" in the top right corner of the page.)



If you need to create an account:

- Click **Create an account**.
- Fill in all required fields.
- Create a password that meets the listed security requirements.

Note: Your password will expire every 90 days. You'll receive an email reminder a week before it expires. At any time you may reset your password by clicking "Forgot or Change Password?"

(see image on next page)

Creating an Online Account & Logging In



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A screenshot of the Arkansas Secretary of State's online filing portal. The background shows a large, classical building with columns. Overlaid on this is a white form titled "Create Arkansas Account". The form has fields for "First name" (John), "Last name" (Doe), "Email" (example@email.com), "Phone" (###-###-####), "Password", and "Confirm Password". The password field includes a list of requirements: "Must be at least 12 characters", "Must contain at least 1 uppercase letter", "Must contain at least one lowercase letter", "Must contain at least one number", and "Must contain at least one special character (!\"#\$%&'()*+,-./:;<=>?)". At the bottom of the form is a blue "CREATE ACCOUNT" button and a link "Login with existing account".

Step 3: Complete Account Setup

- After filling in your information, click **Create Account**.
- You'll be returned to the Login page. Sign in using your new credentials.

If you run into any issues, contact our office: Phone: (501) 682-3409.



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2. Online Payments

IMPORTANT NOTE: Payment methods that are saved in the cart cannot be edited. You may either add a new payment method, or delete a payment method that is currently saved in the cart.

The web cart includes a payment wallet that allows you to add and save payment methods for future transactions.

You may choose one of the following payment methods:

- Credit Card
- Debit Card
- ACH (Electronic Check)

Cart Close Cart

SHANE TEST - Spain - Apostille \$10.00

Total: \$10.00

+ Add Credit or Debit Card

+ Add ACH

To add a new payment method:

1. Select Add Credit or Debit Card or Add ACH.
2. Enter the required payment information.
3. Select SAVE PAYMENT METHOD.

BILLING INFORMATION

Street 1
1401 WEST CAPITOL AVE

Street 2

Postal Code
72201

City
Little Rock

State/Province
AR

CANCEL SAVE PAYMENT METHOD

E-CHECK INFORMATION

☒ Checking
☐ Savings

☐ This is a business account.

Name on Account

Account Number Confirm Account Number

Routing Number Name of Bank

IMPORTANT NOTE:
Payment methods that are saved in the cart cannot be edited. You may either add a new payment method, or delete a payment method that is currently saved in the cart.



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Once successfully added, the payment method will appear as an available payment option in the web cart for future transactions.

Step 4: Complete Your Payment

1. Review the amount displayed in the web cart.
2. Select the payment method you wish to use.
3. Select Checkout.
4. If paying by ACH, complete the required ACH authorization.
5. Allow the payment to finish processing before closing your browser or navigating away from the page.

The screenshot shows a mobile web interface for a cart. At the top, there's a 'Cart' header with a shopping cart icon and a 'Close Cart' button. Below this, the cart items are listed: 'SHANE - Albania - Apostille' for \$10.00. The total is also \$10.00. Below the cart items, the account balance is shown as \$23873.50. There are two main payment options: 'Pay with Frequent Payor Account' (which is selected) and 'Add Credit or Debit Card'. Below these, there are two payment methods listed: 'Checking ****6045' and 'Visa ****1111'. The 'Visa ****1111' option is selected. At the bottom, there is a 'Processing' button with a loading icon. Below the button, a red message states: 'Your payment is processing - Do not close your browser or click the back button'. At the very bottom, there is a button labeled 'File/Order Additional Items'.

This screenshot shows a similar mobile web interface for a cart. It features a 'Cart' header with a shopping cart icon and a 'Close Cart' button. The cart contains one item: 'SHANE - Albania - Apostille' for \$10.00, with a total of \$10.00. Below the cart, the account balance is \$23873.50. The 'Pay with Frequent Payor Account' option is selected. Below this, there is a message: 'Funds may be added by visiting "My Account". Select or add a payment method to checkout.' Two payment methods are listed: 'Checking ****6045' and 'Visa ****1111'. Below these, there are two buttons: '+ Add Credit or Debit Card' and '+ Add ACH'.

IMPORTANT PAYMENT PROCESSING INFORMATION:

After selecting Checkout, a Processing status will appear in the web cart.

Do not close your browser, click the Back button, or navigate away from the page while your payment is processing. Please remain on the page until payment processing has fully completed.

Leaving the page before payment processing is complete may interrupt the transaction and may affect the processing of your filing.



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ACH PAYMENT AUTHORIZATION

When paying by ACH, an ACH authorization agreement will be displayed before the payment can be processed.

Review the ACH authorization agreement, select Yes, I authorize this transaction, and then select Accept Agreement to continue.

The ACH payment will not process until the authorization has been accepted.

Confirm

Select File Online to pay for your filing with a debit or credit card, or ACH.

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My

1. AR.gov or its agent may use a portion of the funds in the account specified above to be used for payment.

2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

3. AR.gov or its agent is authorized to electronically debit the bank account ending in 6045 on Wednesday, 15 July 2026 for the amount \$6.00, and if necessary, to credit such account to correct any erroneous debits using an Automated Clearing House ("ACH") debit entry.

4. This ACH debit authorization will remain in full force and effect for this single debit entry only.

5. AR.gov or its agent may re-debit my account for the payment in the event such is dishonored by my financial institution, and is additionally authorized to charge the maximum return item processing fee according to the laws governing AR.gov's state.

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact AR.gov at 501-324-8900.

7. I understand the Originating ID for this transaction is "1522077581". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing AR.gov's state.

☐ Yes, I authorize this transaction.

PREVIOUS

ACCEPT AGREEMENT

Pay with Frequent Payor Account

Funds may be added by visiting "My Account". Select or add a payment method to checkout.

Visa ****1111

Checking ****6045

+ Add Credit or Debit Card

+ Add ACH

Processing

Your payment is processing. Do not close your browser or click the back button

< File/Order Additional Items

Online Payments

8



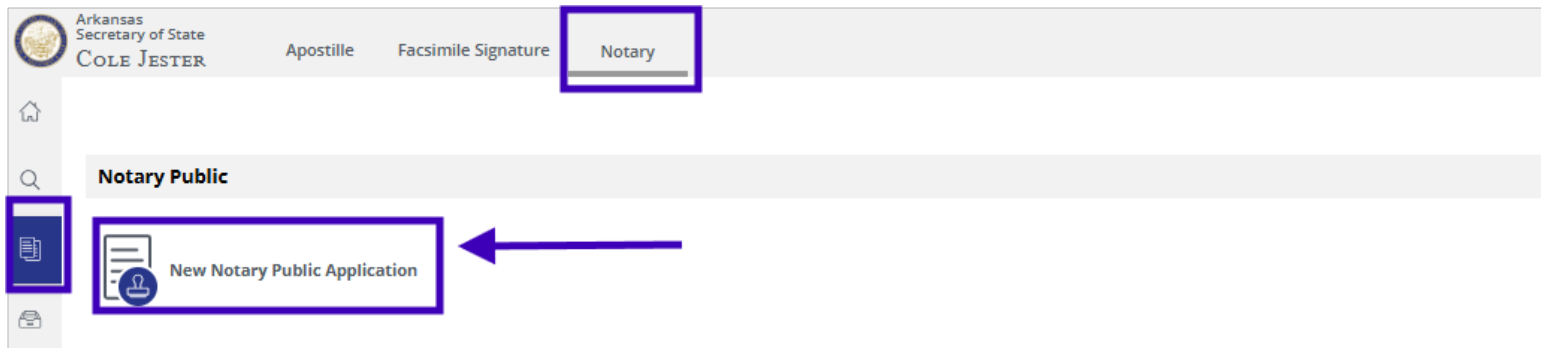
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3. Submitting a New Notary Application - Web Filed

To apply as a Notary Public in Arkansas, complete and submit the online New Notary Public Application form. You may follow the following steps in order to complete the form.

Step 1: Find the Form

- Log into the online portal.
- Go to the [Forms](#) page.
- Select **New Notary Public Application** under the Notary tab.



Step 2: Fill Out the Application

- Complete all required fields (marked with a red asterisk *).
- Indicate whether you are an Arkansas resident.

(image on next page)

Submitting a New Notary Application – Web Filed



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Applicant Name
The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name Middle/Initial Last Name Suffix

Applicant Residential Address
Enter the address of your residence. No PO Boxes are permitted.

Are you an Arkansas resident?

☐ Yes, I am an Arkansas resident.

☐ No, I am not an Arkansas resident.

Address

STE/APT/FL

Attention

City State ZIP code

If you are not an Arkansas resident (resident in an adjoining state):

- You must provide a valid Arkansas Employer/Business Address.
- Additional documentation is required. Refer to our Notary Handbook for more details.

If any field of the form is incomplete or has an error, the system will highlight it in red with a description of what needs to be fixed.

Applicant Name
The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name * Middle/Initial Last Name * Suffix

Please enter a full name.

Troubleshooting Note: If you do not list the name the same in both the Applicant Information and Required Documents sections of the form, you will receive an error message.



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Step 3: Upload Required Documents

You will need to upload the following:

- Surety Bond (.PDF format)
 - Must be a \$7,500 bond from an authorized surety insurer or qualifying Arkansas business.
 - In most cases your Surety Bond will include a Commission Start Date - use that on the online form.
 - Otherwise, use the current date.
 - If you have questions about this, contact our office.
- Certificate of Arkansas Notary Exam Completion
 - Must be completed via [Classmarker](#).

A screenshot of a web form for uploading documents. It has two main sections. The top section is titled "Surety Bond Upload" and contains the text "Upload a Copy of Your Surety Bond - Must be .PDF format * i". Below this is a dashed box with a cloud icon and the text "Select a file to upload (.pdf)". A red arrow points to this box. The bottom section is titled "Certificate of Arkansas Notary Exam Completion Upload" and contains the text "The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below." followed by "Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format * i". Below this is another dashed box with a cloud icon and the text "Select a file to upload (.pdf)". A red arrow points to this box.

Troubleshooting Note: If you receive an error that says **Upload Failed**, check to make sure that you are still logged in. The system will “time out” after a period of inactivity.



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Step 4: Navigate Through the Remaining Sections of the Form

Step 5: Electronic Signature

- Sign your application electronically by typing your name.
- Your name must match exactly across all sections of the form and in this signature field.

A screenshot of the electronic signature section of a web form. It has a light gray background. At the top right is a small blue "Help ?" button. Below it are two fields: "Signature*" and "Date*". The "Signature*" field contains the text "SIGNATURE HERE". The "Date*" field contains "06/24/2025". To the right of the date field are two blue buttons: "Today" and a calendar icon. Below these fields is a checkbox with a blue square, followed by the text: "I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.*". At the bottom, in italics, is the text: "Please verify the name you list on the signature line matches the name listed in the Applicant Information."

Step 6: Submit & Pay

Select File Online to submit the application and add it to your web cart.

- Review the filing fee displayed in the web cart.
- Select an available payment method.
- Select Checkout.
- If paying by ACH, complete the required ACH authorization.
- Allow payment processing to fully complete before closing your browser or navigating away from the page.

Important: Do not close your browser, click the Back button, or navigate away while your payment is processing. Leaving the page before payment processing is complete may interrupt the transaction and may affect the processing of your application.

For additional payment instructions, see [Chapter 2: Online Payments](#).



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Step 7: Record Your Oaths

- Track your filing status in the [My Notary Work Queue](#) page.
- Once approved by the Secretary of State's office, print **two copies** of your **Notary Oath of Commission**.
 - **Troubleshooting Tip:** Use a desktop or laptop when sending to printer.
- Take the certificates and your Surety Bond to your county's **Recorder of Deeds** (most of the time it is your County Clerk) for official recording.

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Apostille Facsimile Signature **Notary**

Home Search Forms Workview Manager **My Work Queue** My Records

My Notary Work Queue

Search My Work Queue Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
NEW NOTARY TEST Duplicate Certificate of Commission Request	F000024619	Approved	04/22/2025	04/22/2025	

Step 8: Submit Recorded Oaths

Mail the recorded oaths to:

Arkansas Secretary of State
Business and Commercial Services
500 Woodlane Avenue, Suite 256
Little Rock, AR 72201

You may also **drop off** the recorded oaths to:

Victory Building
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201

Important Note: Your commission is not active until our office receives and processes your recorded Oath of Commission.

At this time, oaths cannot be submitted online.



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4. Submitting a Notary Renewal Application – Web Filed

You can renew your notary commission online if your current record is expired or within 60 days of expiration.

Step 1: Start the Renewal Process

- Log into the online portal: <https://bcs.sos.arkansas.gov>
- Use the **Notary Search** to locate your notary record.
- Search by your name or commission number.
- Select the correct information in the results grid.
- In the slide out drawer, select **File Amendment**.
- From the list of amendments, select **Notary Public Renewal**.

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Home

Search

Forms

Workflow Manager

My Work Queue

My Records

Notary

Staff Search

Notary Search

Search for a Notary Public by name, Notary Public Commission number, city, or by Special Services offered.

If you are renewing or amending a notary record, you must begin by searching for the record. Then you may click "File Amendment" after the record has been selected. You must be logged in to do this.

Advanced

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Home

Search

Forms

Workflow Manager

My Work Queue

My Records

Forms Manager

Accounting

Print Queue

Settings

Notary

Staff Search

Notary Search

Search for a Notary Public by name, Notary Public Commission number, city, or by Special Services offered.

If you are renewing or amending a notary record, you must begin by searching for the record. Then you may click "File Amendment" after the record has been selected. You must be logged in to do this.

Advanced

Results: 5

Name	Commencement Date	Commission #	City of Residence	Notary Status
NEW NOTARY TEST	6/20/2019 12:00 AM	12707867	Little Rock	Good Standing
NEW NOTARY TEST	6/20/2019 12:00 AM	12707868	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708007	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708008	Little Rock	Good Standing
NEW NOTARY TEST	7/12/2019 12:00 AM	12708035	Little Rock	Good Standing

NEW NOTARY TEST

File Amendment

Notary Name	NEW NOTARY TEST
Commission #	12708007
City	Little Rock
Status	Good Standing
Commencement Date	7/8/2019
Expiration Date	7/8/2029
Title	Notary Public
Special Services	Not Applicable



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Step 2: Fill Out the Renewal Application

- Complete all required fields (marked with a red asterisk *).
- Indicate whether you are an Arkansas resident.

Applicant Name
The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name* Middle/Initial Last Name* Suffix

Applicant Residential Address
Enter the address of your residence. No PO Boxes are permitted.

Are you an Arkansas resident*
☐ Yes, I am an Arkansas resident.
☐ No, I am not an Arkansas resident.

Address*

STE/APT/FL

Attention

City* State* ZIP code*

AR

If you are not an Arkansas resident (resident in an adjoining state):

- You must provide a valid Arkansas Employer/Business Address.
- Additional documentation is required. Refer to our Notary Handbook for more details.

If any field of the form is incomplete or has an error, the system will highlight it in red with a description of what needs to be fixed.

Applicant Name
The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name* Middle/Initial Last Name* Suffix

Please enter a full name.



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Troubleshooting Note: If you do not list the name the same in both the Applicant Information and Required Documents sections of the form, you will receive an error message.

Step 3: Upload Required Documents

You will need to upload the following:

- Surety Bond (.PDF format)
 - Must be a \$7,500 bond from an authorized surety insurer or qualifying Arkansas business.
 - In most cases your Surety Bond will include a Commission Start Date - use that on the online form.
 - Otherwise, use the current date.
 - If you have questions about this, contact our office.
- Certificate of Arkansas Notary Exam Completion
 - Must be completed via [Classmarker](#).

A screenshot of a web form for uploading documents. The form has two main sections, each with a title, instructions, and a file upload button. The first section is titled 'Surety Bond Upload' and includes the instruction 'Upload a Copy of Your Surety Bond - Must be .PDF format * i'. The second section is titled 'Certificate of Arkansas Notary Exam Completion Upload' and includes the instruction 'The Notary Exam must be completed through Classmarker. Once you have received your certificate, you must upload it below.' and 'Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format * i'. Both sections have a button that says 'Select a file to upload (.pdf)'. Two red arrows point to the upload buttons in each section.

Troubleshooting Note: If you receive an error that says **Upload Failed**, check to make sure that you are still logged in. The system will “time out” after a period of inactivity.



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Step 4: Navigate Through the Remaining Sections of the Form

Step 5: Electronic Signature

- Sign your application electronically by typing your name.
- Your name must match exactly across all sections of the form and in this signature field.

Signature* Date*

SIGNATURE HERE 06/24/2025 Today

☐ I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.*

Please verify the name you list on the signature line matches the name listed in the Applicant Information.

Step 6: Submit & Pay

Select File Online to submit the application and add it to your web cart.

- Review the filing fee displayed in the web cart.
- Select an available payment method.
- Select Checkout.
- If paying by ACH, complete the required ACH authorization.
- Allow payment processing to fully complete before closing your browser or navigating away from the page.

Important: Do not close your browser, click the Back button, or navigate away while your payment is processing. Leaving the page before payment processing is complete may interrupt the transaction and may affect the processing of your application.

For additional payment instructions, see Chapter 2: Online Payments.



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Step 7: Record Your Oaths

- Track your filing status in the [My Notary Work Queue](#) page.
- Once approved by the Secretary of State's office, print **two copies** of your **Notary Oath of Commission**.
 - **Troubleshooting Tip:** Use a desktop or laptop when sending to printer.
- Take the certificates and your Surety Bond to your county's **Recorder of Deeds** (most of the time it is your County Clerk) for official recording.

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Apostille Facsimile Signature **Notary**

Home Search Forms Workview Manager **My Work Queue** My Records

My Notary Work Queue

Search My Work Queue Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
NEW NOTARY TEST Duplicate Certificate of Commission Request	F000024619	Approved	04/22/2025	04/22/2025	

Step 8: Submit Recorded Oaths

Mail the recorded oaths to:

Arkansas Secretary of State
Business and Commercial Services
500 Woodlane Avenue, Suite 256
Little Rock, AR 72201

You may also **drop off** the recorded oaths to:

Victory Building
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201

Important Note: Your commission is not active until our office receives and processes your recorded Oath of Commission.

At this time, oaths cannot be submitted online.



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5. Submitting a Notary Amendment - Web Filed

You can update your contact information (county of commission, address, or email) online if you are a Notary in Good Standing. Below are the steps on how this can be done:

Step 1: Start the Amendment Process

- Log into the online portal: <https://bcs.sos.arkansas.gov>
- Use the **Notary Search** to locate your notary record.
- Search by your name or commission number.
- Select the correct information in the results grid.
- In the slide out drawer, select **File Amendment**.
- From the list of amendments, select **Notary Public Amendment**.

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Notary Search

Search for a Notary Public by name, Notary Public Commission number, city, or by Special Services offered.

If you are renewing or amending a notary record, you must begin by searching for the record. Then you may click "File Amendment" after the record has been selected. You must be logged in to do this.

new notary test

Advanced

Name	Commencement Date	Commission #	City of Residence	Notary Status
NEW NOTARY TEST	6/20/2019 12:00 AM	12707867	Little Rock	Good Standing
NEW NOTARY TEST	6/20/2019 12:00 AM	12707868	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708007	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708008	Little Rock	Good Standing
NEW NOTARY TEST	7/12/2019 12:00 AM	12708035	Little Rock	Good Standing

Results: 5

NEW NOTARY TEST

File Amendment

Notary Name	NEW NOTARY TEST
Commission #	12708007
City	Little Rock
Status	Good Standing
Commencement Date	7/8/2019
Expiration Date	7/8/2029
Title	Notary Public
Special Services	Not Applicable



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Step 2: Select the Information to be Amended

You can update:

- **Residential or Mailing Address:** Check "I need to update my address."
- **Employer/Business Address (for non-residents):** Check "I need to update my Employer/Business Address."
- **Email Address or Phone Number:** Update these fields directly.

A screenshot of the "Notary Information" form. The form has four input fields for "First Name" (containing "NEW"), "Middle/Initial" (containing "NOTARY"), "Last Name" (containing "TEST"), and "Suffix" (empty). Below these is a "Commission Number" field with "12707867" and a "Commission Expiration Date" field with "06/20/2029" and a calendar icon. At the bottom, there are two checkboxes: "I need to update my addresses." and "I need to update my Employer/Business Address (only applicable for nonresidents to Arkansas)". A red rectangle highlights these two checkboxes, and a red arrow points from the "Commission Expiration Date" field down to the first checkbox.

Important: Name changes **cannot** be submitted online. You must complete a paper application and include certified documentation (e.g., marriage license, divorce decree).

Paper applications for name changes can be mailed or dropped off at:

Arkansas Secretary of State
Business and Commercial Services
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201



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Step 3: Submit the Amendment

- Review your changes carefully.
- Click **File Online** to submit.

Step 4: Track Your Amendment

- Check the status of your filing and download any updated documents from your [My Notary Work Queue](#) page.

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Apostille Facsimile Signature Notary

Home Search Forms Workflow Manager My Work Queue My Records

My Notary Work Queue

Search My Work Queue Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
NEW NOTARY TEST Duplicate Certificate of Commission Request	F000024619	Approved	04/22/2025	04/22/2025	



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6. Preparing an Apostille/Certification Filing Online

You can submit requests for Apostille or Certification of Authentication through the online portal. You may complete the following steps to submit this request.

Step 1: Access the Request Form

- Log into the online portal: <https://bcs.sos.arkansas.gov>
- Go to the **Forms** page.
- Select **Apostille/Certification of Authentication Request Form** under the Apostille tab.

The screenshot shows the Arkansas Secretary of State online portal. The 'Forms' tab is selected in the left sidebar. The 'Apostille & Certificate of Authentication Request Form' is highlighted in the main content area. The 'Notary' tab is also visible in the top navigation bar.

Step 2: Complete the Request Form

- Fill out all required fields (marked with a red asterisk *).
- Select the country where your documents will be used. This determines whether an Apostille or Certification of Authentication will be issued.

The screenshot shows the 'Document Information' section of the request form. The 'What country will your documents be used in?' field is highlighted with a red box and contains 'Peru'. The 'Please affirm the following' section has a red asterisk next to the 'I acknowledge this country IS a part of the Hague convention and an Apostille will be generated.' radio button. The 'Requested Document Type' section has a red asterisk next to the title and lists various document types with radio buttons.

Document Information:
Please provide the following information about your documents. The original documents must be sent to our office with this request.

What country will your documents be used in? *

An Apostille or Certificate of Authentication is not valid for use inside the United States.

Peru

Please affirm the following *

☐ I acknowledge this country IS a part of the Hague convention and an Apostille will be generated.

Requested Document Type *

All documents submitted must be an original or certified copy. Please do not submit photocopies.

- ☐ Background Check
- ☐ Birth Certificate
- ☐ Copies
- ☐ Death Certificate
- ☐ Diploma
- ☐ Divorce Decree
- ☐ Financial – Personal
- ☐ Legacy Document
- ☐ Marriage License
- ☐ Other
- ☐ Power of Attorney
- ☐ Proof of Life
- ☐ School Transcript
- ☐ Single Status Certificate



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- Indicate who is submitting the documents (individual, firm, or agency).
- Provide clear return instructions, including:
 - Mailing address for return.
 - Preferred delivery method.
 - Pre-paid return envelope or shipping label (optional but recommended for tracking).

Note: You may also email a pre-paid shipping label to corprequest@sos.arkansas.gov.

Step 3: Submit & Pay (Two Options)

Option 1: Pay Online

- Select **Pay Online**, then **Print and Mail**.
- Select Payment Method to pay the filing fee. See [Chapter 2](#) for more information.
- After payment, print your Request Form from your [My Apostille Work Queue](#).

Note: Filing fees are non-refundable. If your filing is rejected, you must resubmit and pay the fee again.

Option 2: Pay by Check or Money Order

- Select **"Send in a check or money order"** (without online payment).
- Include your check or money order with your documents when mailing.

Payment Method

Choose a payment option: *

☐ Pay online (click pay "pay online, then print and mail" below)

☐ Send in a check or money order with the application

☒ **Print and Mail**

By selecting "File Online," you are submitting an apostille or authentication request to the Secretary of State's office.

In order to complete this request, you must send your printed request form and the documents being authenticated to our office. You may either mail the documents by USPS, send it by expedited shipping through FedEx or UPS, or drop off the documents to our office. You may send them to the address below:

Arkansas Secretary of State
Business and Commercial Services
1401 West Capitol Avenue, Suite 250
Little Rock, AR 72201

A pre-paid return envelope or shipping label may be provided with the documents that are submitted to our office. You may also email a pre-paid shipping label may be emailed to our office at corprequest@sos.arkansas.gov.

If there is no return envelope or pre-paid shipping label provided, the Secretary of State's office will return the documents via standard mail to the provided mailing address. There will be no tracking or delivery status provided after it has left our office. Our office is not responsible for lost documents.

Please note: Any filing fees paid in the online portal are non-refundable. Any filing that is rejected must be resubmitted and the subsequent filing fee must be paid as well.

If you have any further questions, you may contact our office at (501) 682-3409.

☐ Pay Online, then Print and Mail



Arkansas Secretary of State
Cole Jester

Step 5: Mail or Deliver Your Documents

Send your printed Request Form along with the documents to be authenticated to:

Arkansas Secretary of State
Business and Commercial Services
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201

- We recommend using expedited shipping (FedEx, UPS) for tracking.
- You may also mail via USPS or drop off documents in person.
- If no pre-paid shipping label or return envelope is provided, documents will be returned via standard mail without tracking.



Arkansas Secretary of State
Cole Jester

7. Helpful Links & Contact Information

Quick Links:

- [SOSE Online Portal Login](#)
- [Notary Handbook](#) (PDF)
- [Arkansas Notary Search](#)
- [Apostille/Certification Verification](#)
- [Classmarker - Notary Exam](#)
- [Apostille/Certification Brochure](#) (PDF)
- [Notary Frequently Asked Questions](#) (PDF)

Contact Information:

If you need assistance or have questions, please contact us:

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Business and Commercial Services
1401 W Capitol Avenue, Suite 250
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Phone: (501) 682-3409