

Authentication of Documents

The Secretary of State's office is responsible for providing authentication on public documents that are to be used abroad. The purpose of authentication is to verify for foreign governments that a public official is in good standing.

These officials include Notary Publics, State, District, County Officials and Registrars of the Arkansas Health Department, Bureau of Vital Statistics.

There are two types of authentication. The receiving country determines whether an **Apostille** or **Certification** is needed. If you are uncertain which type of authentication you need, you should contact the Consulate of the receiving country or the US Department of State's Authentication Office at the Internet address below:

<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/apostille-requirements.html>

Physical address to mail apostille documents to the US Department of State:
Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
44132 Mercure Circle
P.O. Box 1206
Sterling, VA 20166-1206

Contact number for the US Department of State: Office of Authentications at 202-485-8000

Two different departments within the Arkansas Secretary of State's office prepare the most common types of Authentication. If you have a question about one of the following documents, please call the appropriate toll free number.

Elections Division: 1-800-482-1127

Marriage Licenses
Single-Status Certifications
Judgments (Circuit or Chancery)

Corporations Divisions: 1-888-233-0325

Certificate of Good Standing
Articles of Incorporation
Birth Certificates
Notaries
Education Documents
Death Certificates

The Secretary of State's office can only certify or authenticate documents which were issued in the State of Arkansas by the following public officials:

County Officials
State Officials
District Officials
Notaries
Registrars of the Arkansas Department of Health; Bureau of Vital Statistics

In order to expedite requests, a fee of \$10 per document is required on those documents that require the Apostille to be attached. On documents that are to receive a Certification, there is a fee of \$5 per document. The turn around time on most of these requests is 24 to 48 hours. We will accept payment by check, cash, credit card or money order.