

# What is an apostille and when do I need one?

An apostille is a certificate issued by the RI Department of State that authenticates the origin of a document and is used to legalize public and private documents for use in another country.

## Common documents submitted for apostille:

- Birth certificates, death certificates, or marriage licenses issued by the RI Department of Health;
- RI divorce decrees;
- RI background checks;
- School diplomas and transcripts; and
- Powers of attorney.

Individuals applying for dual citizenship, studying abroad, or getting married overseas might need to apply for an apostille.



**Need help assessing and verifying your document?**

Email us at [notaries@sos.ri.gov](mailto:notaries@sos.ri.gov) for fast, free assistance!

An apostille certifies the authenticity of:

- The issuing RI official or RI notary public's signature on the document;
- The capacity in which the person has acted; and
- The seal/stamp which the document bears.

## STEPS TO REQUEST AN APOSTILLE



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### Verify your documents

Verify that:

- Your document was issued by a RI official or certified by a RI Notary Public;
- Your document was properly notarized;
- Your document contains an original signature and/or seal;
- All pages are stapled together, if your document contains multiple pages



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### Submit your documents

- There is a \$5 fee per apostille request. Checks can be made payable to RI Department of State.
- You can submit your document(s), fee, and order form in person or by mail to:

RI Department of State  
Business Services Division/Apostille  
148 W. River Street  
Providence, RI 02904

**For more information on apostilles:**

 401-222-3040

 [notaries@sos.ri.gov](mailto:notaries@sos.ri.gov)

 [sos.ri.gov](http://sos.ri.gov)



**Gregg M. Amore**  
Secretary of State