

Apostille Process

Collect the following and mail to the UM Registrar's Office (address at top-right corner of page):

- **Written request** for certification from the graduate to include full name, degree earned, and the date of graduation.
- **Completed Apostille Application** from link below.
- **For an Apostille diploma, include a copy of the diploma.** If you need to reorder your diploma, visit link below.
- **For an Apostille transcript, submit a transcript request.** Use link below and include in the notes section that it is to be Apostilled.
- **\$5 payment to the Shelby County Record's Office** – check, money order, or see form to pay by credit card (ONLY required for documents sent to a country that is NOT a member of the Hague Convention. A list of Hague member nations can be found at the following link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>).
- **\$5 payment to the Alabama Secretary of State's Office** – check, money order, or see form to pay by credit card.
- **A prepaid envelope (USPS Priority Mail recommended) addressed to the Shelby County Record's Office (if applicable).** See link below.
- **A prepaid envelope (USPS Priority Mail recommended) addressed to the Secretary of State.** See link below.
- **A prepaid envelope (USPS Priority Mail recommended) addressed to you.** If mailing to an address outside of the United States, this envelope and its postage must be appropriate for international mailing.

The diploma copy will be certified and forwarded to the Shelby County Record's Office (if applicable). The county office will certify the copy and forward to the Alabama Secretary of State's Office. After the SoS office completes the Apostille, the document will be returned to you directly from them. Once the document leaves UM, we will not be notified of its progress or when it is returned to you.

Please contact us if you have any questions.

Alabama Secretary of State's Office:

<http://sos.alabama.gov/administrative-services/authentication>

Apostille Application:

<http://sos.alabama.gov/sites/default/files/form-files/submittalform.pdf>

Duplicate diploma:

<http://www.montevallo.edu/about-um/administration/registrar/order-duplicate-diploma/>

Shelby County Record's Office:

<http://18jc.alacourt.gov/index.aspx>

Transcript request:

<http://www.montevallo.edu/about-um/administration/registrar/transcript-request/>