

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 shall 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 select "Apostille (OPTIONAL)" under the "Please choose any of the following service(s)" section.
- Be sure to check the **type of authentication** the country requires. A list of countries can be found at the following link: <https://arc-sos.state.al.us/cgi/haguelist.mbr/output>. If the country requires Certification, along with an Apostille, provide **\$5 payment to the Shelby County Circuit Clerk Office** – check or money order, along with a **prepaid envelope** (USPS Priority Mail recommended) addressed to the Shelby County Circuit Clerk Office. See link below.
- **\$5 payment to the Alabama Secretary of State Office for the Apostille**– check, money order, or see form to pay by credit card.
- **A prepaid envelope (USPS Priority Mail recommended) addressed to the Office of 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 by the Registrar's Office and forwarded to the Alabama Secretary of State Office. After the Secretary of State 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. (Note: if the document needs Certification authentication it will be sent to Shelby County before the Secretary of State Office).

Please contact us if you have any questions.

Alabama Secretary of State Office: <http://sos.alabama.gov/administrative-services/authentication>

Apostille Application: [https://www.sos.alabama.gov/sites/default/files/form-files/AUTHENTICATION%20SUBMITTAL%20FORM 2022.pdf](https://www.sos.alabama.gov/sites/default/files/form-files/AUTHENTICATION%20SUBMITTAL%20FORM%202022.pdf)

Duplicate diploma: <https://www.montevallo.edu/about-um/administration/registrar-office/graduation/order-duplicate-diploma/>

Shelby County Circuit Clerk Office: <https://shelby.alacourt.gov/>

Transcript request: <https://montevallo.edu/about-um/administration/registrar-office/transcript-request/>