

# Apostille Process

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

- **Written request** for the Apostille from the graduate shall include full name, degree earned, and the date of graduation.
- **Completed Authentication Submittal Form** from link below.
- **For an Apostille diploma, include the original diploma.** If you need to reorder your diploma, visit link below.
- **For an Apostille transcript, submit a transcript request.** Use link below to order your transcript through Parchment. Choose “Order your Apostille Transcript”. Send the credential to: University of Montevallo – Registrar's Office.
- Be sure to check the **type of authentication** the country requires. A list of countries can be found on the [Alabama Secretary of State Department's Authentications](#) page. If the country requires Certification, along with an Apostille, provide **\$5 payment to the Shelby County Probate Office** – check or money order, along with a **prepaid envelope** (USPS Priority Mail recommended) addressed to the Shelby County Probate 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 notarized 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 at [registrar@montevallo.edu](mailto:registrar@montevallo.edu) or 205-665-6040.

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

**Authentication Submittal Form** (to the Alabama Secretary of State Department) for the **Apostille**:  
<https://www.sos.alabama.gov/sites/default/files/form-files/trademark-files/AUTHENTICATION%20SUBMITTAL%20FORM.pdf>

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

**Shelby County Probate Office:** <https://www.shelbyal.com/285/Probate-Court>  
<https://www.shelbyal.com/1142/Certified-Copies>

Shelby County Probate Court  
P.O. Box 825  
Columbiana, AL 35051

**Transcript request:** <https://montevallo.edu/about-um/administration/registrarsoffice/transcript-request/>