



STATE OF NEW MEXICO

**MAGGIE TOULOUSE OLIVER**

SECRETARY OF STATE

### Instructions for Authentication Request:

1. The attached application must be filled out in its entirety and submitted along with the document(s) that need to be authenticated and the statutory fee of \$3.00 per authentication, check or money order payable to the New Mexico Secretary of State.
2. Please indicate on the application if you are requesting an Apostille or Certificate of Appointment. Apostilles are only accepted by countries that are participants of the Hague Convention. The list of these countries can be found at <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41> . If the country you are sending the documents to is **not** on this list you will need to request a Certificate of Appointment.
3. For notarized documents please ensure that there is a notarial certificate on the document, the notary public seal is affixed and the notary has signed and printed their correct expiration date completely in order to avoid rejection of the document.
4. To have your documents returned to you within the United States please enclose a self addressed envelope.
5. **If your documents are being returned to a foreign country you must enclose a complete pre-paid, pre-addressed international air bill and international envelope.** Please visit your selected express courier's website for more information on completing an international air bill online. **A credit card number is insufficient for overnight/express service.** It is best to contact the express courier service to establish a billable account prior to mailing your documents for authentication.
6. Our office hours for hand delivered requests are from 8:00 am to 4:30 pm. If you are mailing the request please mail it to address below.



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## Authentication Request for Apostille or Certificate of Appointment

Please complete all information in the fillable form and return with documents to be authenticated.

Requestor's Name: \_\_\_\_\_

Return Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

U.S. Area Code and Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(This office may not make international calls)

Email Address: \_\_\_\_\_

### Type of Authentication Requested:

Please see instructions for clarification on type

Apostille

Certificate of Appointment

Foreign Country requesting document: \_\_\_\_\_

Enter number of documents included for each type requested:

(All documents submitted must be an original or certified copy. Please do not submit photo copies)

New Mexico Birth Certificate Number Requested \_\_\_\_\_

New Mexico Death Certificate Number Requested \_\_\_\_\_

Notarized Documents Number Requested \_\_\_\_\_

Certified Records, Transcripts, Degree or Diploma Number Requested \_\_\_\_\_

Divorce Decree, Marriage License or Certificate Number Requested \_\_\_\_\_

Payment Method: Required \$3.00 fee per document

Money Oder

Check

Total Payment Enclosed \$ \_\_\_\_\_

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