



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Commissions Section

**Apostille/Certification Request Form**

**INSTRUCTIONS**

Submit this completed form along with payment and the original documents to be authenticated.

Please be advised that authentications can only be obtained for documents with an original signature of the Secretary of the Commonwealth or a valid Massachusetts:

- Notary Public
- Justice of the Peace
- City/Town Clerk or assistant
- Court clerk or assistant
- Registrar of Vital Records

Massachusetts does not authenticate federal or out-of-state documents. Federal or out-of-state documents must be authenticated by the federal agency or state of origin.

Additionally, this office does not perform authentications on notarized copies of federal, in-state or out-of-state government issued documents. Examples: this office will not authenticate a notarized photocopy of a Certificate of Good Standing issued by the State of Delaware or a background check issued by the Federal Bureau of Investigation.

**ORDER INFORMATION**

Date of Request \_\_\_\_\_

Country in which the documents will be used \_\_\_\_\_

Requestor's name (*First, Last*) \_\_\_\_\_

*Name of Firm/Organization (if applicable)* \_\_\_\_\_

**ADDRESS**

Street \_\_\_\_\_ City/Town \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Daytime telephone number \_\_\_\_\_ Email address \_\_\_\_\_

**FEES**

Checks/Money order only, made payable to: Commonwealth of Massachusetts  
Number of documents \_\_\_\_\_ x \$6.00 per document = Total Due \_\_\_\_\_

**METHOD TO RETURN DOCUMENTS**

Check the box of the method below by which to return the documents; if nothing is checked your order will be available in the office for pick up.

First Class Mail (self-addressed stamped envelope required)

Express Mail (prepaid label & envelope required)

Pick up order in the office

Mail or hand deliver this completed form along with the payment and documents to be authenticated to one of the following offices:

Secretary of the Commonwealth  
Commissions Section  
One Ashburton Place, Room 1719  
Boston, MA 02108

Secretary of the Commonwealth  
436 Dwight Street, Room 102  
Springfield, MA 01103  
(413) 784-1376

Secretary of the Commonwealth  
218 South Main Street, Suite  
206 Fall River, MA 02721  
(508) 646-1374

**Any more than three (3) documents hand delivered must be left overnight and picked up the next business day, no exceptions.**

For more information, please visit [www.sec.state.ma.us/pre](http://www.sec.state.ma.us/pre) or contact the Commissions Section by email at: [comm@sec.state.ma.us](mailto:comm@sec.state.ma.us) or by phone at: (617) 727-2836.