

What are the locations where I can get an Apostille? (cont.)

Los Angeles:

In Person Only:

300 South Spring Street, Room 12513
Los Angeles, CA 90013
(213) 897-3062

Do I need to schedule an appointment in order to drop off my documents if I decide to go in person to one of the office's locations?

No appointment is necessary when dropping off documents in person to any of their offices for processing, Customers are served on a "first come, first serve" basis.

USEFULL INFORMATION

**ALAMEDA COUNTY
RECORDERS OFFICE**

1106 Madison Street
Oakland, CA 94607
Phone: (510) 272-6363
www.acgov.org

**CALIFORNIA
SECRETARY OF STATE**

1500 11th Street, 2nd Floor
Sacramento, CA 95814
Phone: (916) 653-3595
www.sos.ca.gov

The information listed in this pamphlet is intended to City of Berkeley Customers only, who purchased a Birth Certificate from our office of Vital Statistics.

1, 2, 3... PROCESS:

- Step 1 – Purchase a Birth Certificate
- Step 2 – Take the Birth Certificate to Alameda County Recorder's Office for Certification (1106 Madison Street, Oakland, CA, 94607 – Phone: 510-272.6362)
- Step 3 – Send the COUNTY Certified Birth Certificate to the California Secretary of State for Apostille either hand delivering or mailing it. Don't forget to include the fee(s).

**VALID ONLY IF YOU
PURCHASED YOUR
CERTIFICATE FROM THE
CITY OF BERKELEY
VITAL STATISTICS
OFFICE**



Vital Statistics Unit

1947 Center Street, 2nd Floor
Berkeley, CA 94704
Phone (510) 981-5320
Fax (510) 981-5315
www.cityofberkeley.info/vitalstatistics
Form COB-VS054 – Sep/2016

HOW TO ...



Use this guide only if you:

- Purchased the Birth Certificate from the City of Berkeley – Office of Vital Statistics.
- Want to obtain an Apostille.

Form(s) to be used:

- Consult the California Secretary of State

QUICK GUIDE

**GET AN
APOSTILLE**

GETTING AN APOSTILLE

What is an Apostille?

An Apostille is an authentication of public official signatures (seal) on documents to be used outside the USA.

Some countries will only recognize your Birth Certificate or other type of official document if it is authenticated by the Secretary of State in the country which the document was issued.

This authentication can be an Apostille or a Certification. The country of destination will determine whether they require an Apostille or Certification.

What do I need to do to get an Apostille?

For Birth Certificates purchased in the City of Berkeley, you must first go to the Alameda County Recorder's Office at 1106 Madison Street, Oakland, CA 94607 - Phone: (510) 272-6362, in order to get your document certified

The Secretary of State will only recognize Birth Certificates issued or certified by the counties and that is the main reason you **must** take your document to Alameda County Recorder's Office first.

After that process is complete, you may submit the document(s) to the California Secretary of State for an Apostille, either by hand delivering the document(s) in one of their office locations between the hours of 8:00am and 4:30pm, Monday through Friday

(excluding holidays) or you may also mail the document(s) to the Sacramento Office only, as the other locations do not process mailed in documents.

How long does it take to get an Apostille?

Typically, processing time is 6-8 business days from the date their office receives the documents.

Processing time may change frequently. Please contact the Secretary of State directly for current information.

What types of documents can have an Apostille?

The California Secretary of State (CA-SOS) can only authenticate documents issued in the State of California by the following public officials and their deputies:

- County Clerks or Recorders
- Executive Officers
- Court Administrators
- Judges of the Superior Court
- Executive Clerks & State Officials
- Notary Public
- Officers whose authority is not limited to any particular county

What are the fees to obtain an Apostille?

There is a \$20.00 processing fee (per signature authenticated) and a \$6.00 special handling fee (per public official for documents submitted over the counter). But, please contact CA-SOS directly as fees may have changed.

What types of payments are accepted?

Sacramento Office:

- **By mail:** Check or money order
- **In person:** Check, money order, cash, or credit card (Visa or MasterCard);

Los Angeles:

- **In person:** Check, money order, or credit card (Visa or MasterCard). The Los Angeles regional office IS NOT ABLE to accept cash.

Checks or money orders should be made payable to the CA Secretary of State.

Where can I get up to date information on obtaining an Apostille?

Please call or visit the Secretary of State website directly at: www.sos.ca.gov or call (916) 653-3595 directly.

What are the locations where I can get an Apostille?

You may hand deliver your document for an Apostille at the following locations:

Sacramento Office

In Person Only:

Notary Public Section
1500 11th Street, 2nd Floor
Sacramento, CA 95814
(916) 653-3595

For Orders by Mail:

Notary Public Section
Post Office Box 942877
Sacramento, CA 94277-0001