

# APOSTILLE/CERTIFICATION OF DOCUMENTS

## What is an Apostille?

An "apostille" is a form of authentication issued for documents that will be used in countries that participate in the Hague Convention of 1961. A [list of countries](#) that accept apostilles is provided by the U.S. State Department. If the country where the documents will be used does not participate in the Hague Convention, those documents can be "**authenticated**" or "**certified.**"

**Louisiana State University of Alexandria** initiates the process for apostille or certification for diplomas and transcripts per the rules of the [Hague Convention Number 12](#) and in coordination with the Secretary of State (SOS) based upon written request of the student.

**The Office of the Registrar must receive the items outlined below in order to complete a document authentication/certification request. All items should be mailed to The Office of the Registrar, 8100 Hwy 71 South, Alexandria, LA 71302.**

1. A written and signed request for document authentication/certification from the student which includes the following information:
  - Student's full name at the time of graduation
  - Degree earned
  - Term and year of graduation, if appropriate
  - Current contact information
  - Whether a duplicate hard copy diploma is being requested, *see #2*
  - Whether a transcript is being requested, *see #2*
  - Country to which the documents will be sent
  - Whether or not the receiving country is a member of the [Hague Conference](#), click link
  
2. If **not supplying the diploma**, please be sure to include a fee of **\$20.00** for the printing of a duplicate diploma. *Please only send check or money order only in U.S. Funds made out to LSUA.*

If you require a **transcript** for the authentication or certification, please include a fee of **\$7.00**. *Please only send check or money order only in U.S. Funds made out to LSUA.*

If both are needed please be sure to send the appropriate amount of **\$27.00** in check or money order only in U.S. Funds made out to LSUA.

## What is needed for the Secretary of State?

1. A **\$20.00 fee per document** in the form of a check or money order in U.S. funds made payable to the Secretary of State. Also required is the completed [Secretary of State form](#)
  
2. **Two (2) stamped (postage paid) 9 x 11 inch** Federal Express, Express Mail, or UPS envelopes addressed as follows:
  - The Secretary of State at the address found on the SOS form, *click link above*
  - The final recipient of all authenticated documents, **Note:** *Do not list the Secretary of State name or address on the return envelope*

## **What is the processing time for the Apostille/Certification?**

The processing time for authenticated documents varies depending on the request. Authentication of a requested duplicate hard copy diploma will take 2-3 weeks. If expedited services are requested please contact the Office of the Registrar, 318-473-6424.

For additional information concerning an Apostille or Certification of documents please visit the [State of Louisiana Secretary of State](#)