

TO HAVE ANY OF YOUR SCHOOL RECORDS, TRANSCRIPTS, GRADES, OR DIPLOMAS CERTIFIED BY THE MARYLAND SECRETARY OF STATE YOU WILL NEED TO DO THE FOLLOWING:

- **Have your documents notarized by a Maryland notary**
- **Have your documents county certified.**
Hand carry or mail your documents to the licensing department in the circuit court of the county shown on the notary seal. Documents need to be certified by the circuit court in the county in which the notary was commissioned. Inform them that your documents need to be county certified.
- **Hand carry or mail your documents to the Maryland Secretary of State's Office for State certification (apostille).**
*When mailing your documents indicate the destination country(s), include an e-mail address (if possible), along with your name and daytime telephone number. Include a self-addressed, stamped envelope or Fed-Ex. **When using a courier service such as Fed-Ex or UPS, please make sure that a prepaid air bill is enclosed for your document return. NOTE: The Certification Office cannot accept FED-EX or UPS ground service for return mail. PLEASE USE FED-EX OR UPS AIR BILL ONLY)***

FEE: \$5.00 per document
Make check or money order payable to:
Maryland Secretary of State

SEND ALL DOCUMENTS TO:
Certification Desk
Office of the Secretary of State
16 Francis Street, Jeffrey Building 1st Floor
Annapolis, MD 21401

*****If your school documents are in a sealed envelope, attach a brief note to the envelope indicating the contents. The note must be notarized by a Maryland notary. Then follow the steps above.***

Documents are processed and mailed back to you the same day, unless received in the afternoon mail; then they will be sent out the following business day.

WALK-IN:

Your documents are processed while you wait

- Office hours are:

Monday-Friday

8:30 a.m. and close promptly at 4:00 p.m.

- When paying in cash, please have exact change.
- Please have a photo ID available for access in the building.