

# APOSTILLES BY MAIL

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Mail requests are processed by the Sacramento office only.

Mail documents via United States Postal Service to:

Notary Public Section  
P.O. Box 942877  
Sacramento, CA 94277-0001

Documents being mailed via any other service (e.g. Fedex, UPS, DHL) can be sent to the physical address:

Notary Public Section  
1500 11th Street  
Sacramento, CA 95814

Documents are typically processed within 8-10 business days from the date received. However, during high volume periods, documents may take longer to be processed. Please refer to the Secretary of State current processing times webpage <https://www.sos.ca.gov/notary/processing-times/> to see the most up-to-date information.

❖ Four (4) items are **required** for processing an Apostille:

1. A **document** signed by a California public official or an original notarized and/or certified document. A photocopy is not acceptable.
2. A **cover sheet** stating the country in which the document will be used. You may use the California Secretary of State Apostille Mail Request Cover Sheet or write your own <https://notary.cdn.sos.ca.gov/forms/apostille-request-form.pdf>.
3. A **check** or **money order** payable to Secretary of State in the amount of \$20.00 per Apostille requested.
4. A **self-addressed envelope** for the processed document to be returned. If you wish to use a mail tracking service, please provide pre-paid postage. If you do not provide pre-paid postage, The California Secretary of State office will return your document via United States Postal Service regular mail.