

APOSTILLES VIA DROP BOX

LOS ANGELES – Secretary of State
300 South Spring Street, Room 12513
Los Angeles, CA 90013

The Los Angeles office located in the Ronald Reagan building is currently closed to the public. However, staff are on site daily and continue to process documents submitted to the drop box on the 12th floor each day and are returning the documents by mail.

When submitting documents to the drop box, include the following with your submission:

- Documents needing an apostille; and
- **\$20.00** for each Apostille requested. Payments can be made via check or money order made payable to the Secretary of State. **(Cash is not accepted.)**
- A completed cover sheet (provided near the drop box); include your mailing address and the country where the document will be used.

SACRAMENTO – Secretary of State
1500 11th Street, 2nd Floor
Sacramento, CA 95814

The **Sacramento** public counter is currently closed. In lieu of in-person service, apostille requests may be dropped off in the designated drop box located in the lobby. Once processed, the customer will be notified by phone that their request may be retrieved between 2:00 p.m. and 2:30 p.m. in the first-floor lobby.

When submitting documents to the drop box, be mindful of the following:

- The fee will be **\$20.00** for each Apostille requested with an additional **\$6.00** special handling fee. Payments can be made via check or money order made payable to the Secretary of State. **(Cash is not accepted.)**
- Requests will be processed on a first in, first out basis. For updated processing times please visit Secretary of State website at: <https://www.sos.ca.gov/notary/processing-times>.
- Documents will be returned by mail to the address indicated on the cover sheet unless pickup is requested.

DEATH CERTIFICATES:

Secretary of State
Notary Public Section
1500 11th Street, 2nd Floor
Sacramento, CA 95814
ATTN: Vital Record

Death Certificates submitted to the California Secretary of State's office for an apostille will be processed immediately upon receipt and returned via FedEx once complete. Please forward apostille requests for death certificates submitted by mail to the above address.