

**CHUCK STOREY**

Imperial County Clerk-Recorder  
 940 W. Main St., Suite 202, El Centro, CA 92243  
 Telephone: (442)265-1076 Fax: (442)265-1091  
[www.recorder.imperialcounty.org](http://www.recorder.imperialcounty.org)

**REQUEST FOR APOSTILLE CERTIFICATION**

Authentication Type:	Fee(s)
Public Health Department Signature	\$10.00/per document
Notary Public Signature	\$10.00/per document
Foreign Translation Certification	\$16.00/per document

**REQUESTOR**

REQUESTOR [NAME OF PERSON REQUESTING CERTIFICATION (S)]			
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	DATE REQUESTED		

**CERTIFICATION INFORMATION:**

Type of Record (Check)	# Of Certification(s)
<input type="checkbox"/> Public Health Department Signature	
<input type="checkbox"/> Notary Public Signature	
<input type="checkbox"/> Foreign Translation Certification	

**SECTION BELOW FOR OFFICIAL USE ONLY**

NOTES	
DATE PROCESSED	PROCESSED BY
TOTAL FEE	RECEIPT NUMBER

**AUTHENTICATION/CERTIFICATION REQUESTS**

The Imperial County Clerk-Recorder can only authenticate a document signed by a Imperial County public health official or original notarized and/or certified document. *A photocopy is NOT acceptable.*

Record to be apostille was purchased from the Imperial County Public Health Department or notarized by an Imperial County Notary Public, the Imperial County Clerk must verify the signatures of the health officials and notary public prior to the apostille process. The fee for each authentication/certification is \$10.00.

**MAIL INSTRUCTIONS:**

1. Complete Requestor Information (Full Name, Address, Phone Number & Date of Request)
2. Indicate type of certification request: Health Department/Notary Public/Translator
3. Mail request [with payment and original document(s)] to:

**Imperial County Clerk-Recorder**  
**940 W. Main Street, Suite 202**  
**El Centro, CA 92243**

For all mail requests, please allow five (5) to seven (7) business days for processing. All certification/authentication letters will be returned regular mail unless a prepaid label or envelope is provided.

**IN PERSON REQUESTS:**

1. Complete request form
2. Bring completed form & original document(s) with original seals and signatures
3. Pay fee & letter will be issued at same time as visit

**PAYMENT METHOD:**

- For mail requests, our office accepts check or money order for the fee. **NO CASH ACCEPTED**
- If requesting in person: cash, check, money order or debit/credit card are acceptable.

**APOSTILLE INFORMATION****CONTACT INFORMATION:**

Los Angeles (drop box only) 300 South Spring St., Rm 12513 Los Angeles, CA 90013 (213) 897-3062	Sacramento (drop box only) 1500 11 <sup>th</sup> St., 2 <sup>nd</sup> Floor Sacramento, CA 95814 (916) 653-3595	Sacramento (regular USPS mail only) Notary Public Section P.O. Box 942877 Sacramento, CA 94277-0001
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Processing times vary, for more information please visit the Secretary of State website:

[www.sos.ca.gov/notary/processing-times](http://www.sos.ca.gov/notary/processing-times).

Please check the Secretary of State website for latest fee schedule:

<https://www.sos.ca.gov/notary/request-apostille>.