



## Obtaining an Apostille

- ❖ An Apostille is a form of authentication issued by the Illinois Secretary of State (ILSOS) that enables a certified document to be recognized as valid in another country.

### **Step 1: Request your certified document(s) from North Central.**

Complete the request form and submit it to [registrar@noctrl.edu](mailto:registrar@noctrl.edu).

**For transcripts:** The cost is \$7. Payment is made by ordering through Parchment (see request form for details). We will print the paper hard copy of your transcript for certification.

**For diplomas:** The cost is \$30. Payment is made by ordering through Paradigm (see request form for details). Paradigm will ship the reprint of your diploma to us for certification.

Notarization is included with certification. Processing time may take up to 3 weeks.

We will then ship your certified document(s) to you via FedEx, with tracking, along with the ILSOS Application for Authentication form(s) that you will need for Step 2 below.

### **Step 2: Submit your certified document(s) to the Secretary of State.**

- ❖ The ILSOS offers mail-in service or walk-in service.

**For mail-in service:** Submit your completed Application for Authentication form(s) by mail to the Chicago Index Department office along with the following:

- Your certified and notarized document(s)
- \$2 fee per document. If you have multiple documents to be processed, ILSOS asks that you submit only one check or money order, payable to the Illinois Secretary of State, for the total amount.
- A self-addressed stamped return envelope, or prepaid bill receipt and pre-printed return shipping label from your carrier of choice if submitting from abroad

The mailing address for the Chicago Index Department is:

Illinois Secretary of State  
Index Department  
17 N. State St., Ste. 1010  
Chicago, IL 60602

**For walk-in service:** See second link below for more information.

All information in Step 2 is taken from the Illinois Secretary of State website. Direct links are below.  
If these links are not viewable from your country, we can send them to you in PDF form.

**Application for Authentication:** [https://www.ilsos.gov/publications/pdf\\_publications/i213.pdf](https://www.ilsos.gov/publications/pdf_publications/i213.pdf)  
**IL Secretary of State Apostille Information Page:** <https://www.ilsos.gov/departments/index/apostilles.html>