



## APOSTILLE OR AUTHENTICATION REQUEST FORM (ss-4504)



Business Services Division  
**Tre Hargett, Secretary of State**  
**State of Tennessee**  
312 Rosa L. Parks Ave., 6th Fl.  
Nashville, TN 37243  
(615) 741-0536

Filing fee \$2.00 for each Apostille or Authentication

Documents with a signature of the Tennessee State Registrar (such as birth, death, marriage and divorce certificates) or the Tennessee Secretary of State can be submitted for an Apostille or an Authentication without being notarized.

Prior to submitting a document to the Tennessee Secretary of State's office for an Apostille or an Authentication certifying a notarized document (such as school transcripts, diplomas, and background checks), you must complete the following steps:

1. Take the public document to a Notary Public At Large in Tennessee and have it notarized.
2. Once the document has been notarized, take it to the County Clerk of the County where the Notary Public At Large was commissioned and have the Notary Public At Large's signature certified by the County Clerk.

### SUBMITTER INFORMATION

First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF DOCUMENT(S) REQUESTED (CHECK ONE)

- Apostille (Party to the Hague Convention)
- Authentication (Not a party to the Hague Convention)

Number of Apostille(s)/Authentication(s) Requested: \_\_\_\_\_ x \$2.00 = \_\_\_\_\_  
Total Fee Due

Country Where Document(s) Will Be Used: \_\_\_\_\_

**Note:** It is the responsibility of the requesting party to determine which type of authentication documents are required by the country where the document will be sent.

### RETURN ADDRESS (IF DIFFERENT FROM SUBMITTER INFORMATION ABOVE)

First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Additional Mailing Instructions: \_\_\_\_\_

**Note:** All information on this form is public record.