Apostille for documents filed in Schenectady County: Instructions Below

- **Must have original document** - Birth Certificate or Marriage License certified with raised seal and signed by Registrar (may be obtained at location of birth or where Marriage License is filed).

- **Mail original document to Schenectady County Clerk (see address below) for Apostille from County** (verifies signature of Local Registrar.)
  - There is a $5.00 fee per signature;
  - Make check payable to **Schenectady County Clerk**;
  - Enclose a stamped, self-addressed envelope for return of documents.

*You may call the Schenectady Clerk’s Office to inquire if they are able to forward your documents to the State Department for you.*

- **Mail original document and County Apostille to New York State Department of State (see address below) for Apostille from State** (verifies County Clerk’s signature.)
  - There is a $10.00 fee per signature;
  - Make check payable to **New York State Department of State**;
  - Enclose a stamped, self-addressed envelope for return of documents.

**COUNTY CLERK**

Mr. John Woodward  
Schenectady County Clerk  
620 State Street Schenectady, NY 12305  
(518) 388-4220

**NEW YORK STATE**

New York State Department of State  
Miscellaneous Records Bureau  
41 State Street  
Albany, NY 12231  
(518) 474-4770

If your document is not issued in Schenectady County or New York State, please contact that County Clerk for procedures on obtaining an Apostille.