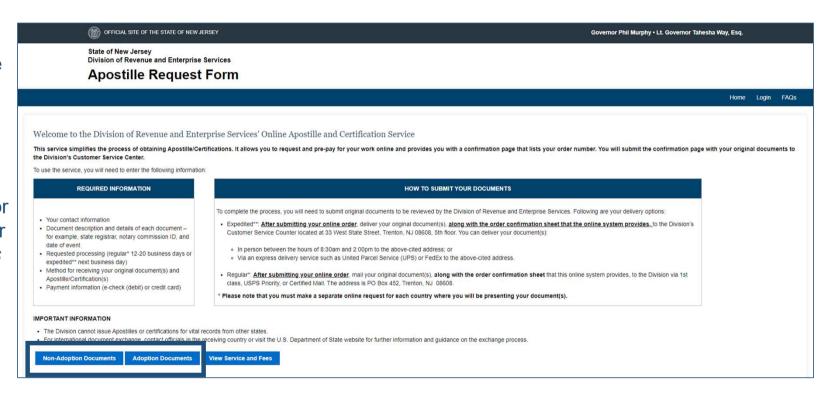
### **Apostille Instruction and Homepage**



Select the type of document you will be submitting.

Select Non-Adoption
Documents for
documentation
relating to personal or
business purposes or
Adoption Documents
for any
documentation
pertaining to an
adoption transaction.



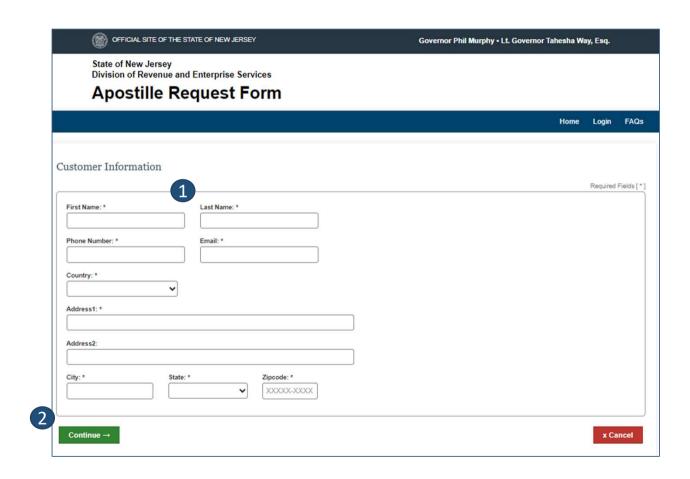
### **Customer Information**



1.Enter your contact information.

Please verify your phone number and email address. Should there be any issues with your order, we will contact you via one or both of these channels.

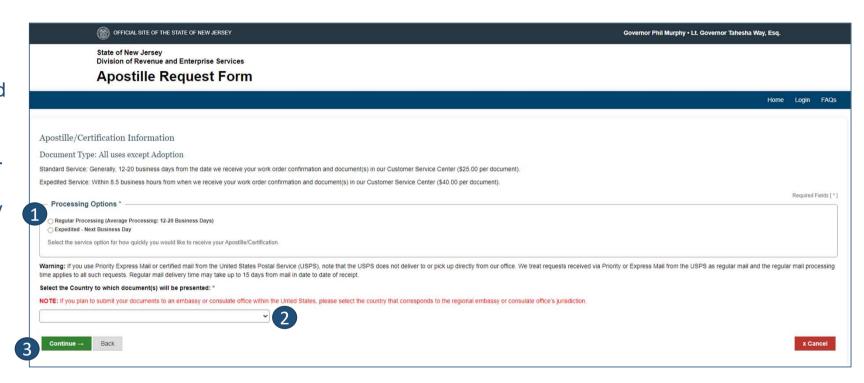
2.Click Continue.



### **Processing Options**



- 1.Select the desired service level.
- 2.Click on the dropdown menu and indicate the country to which the document will be sent.
- 3. Click Continue.



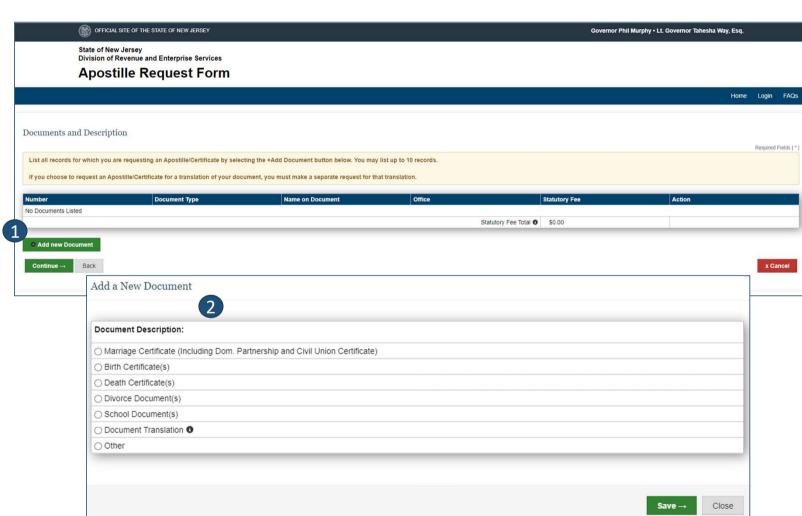
Note: If you are presenting your documents to a foreign consulate located in the United States, you must select the country of the foreign consulate.





- 1.Click Add a New Document to enter the type of document for which you wish to receive an Apostille or certificate.
- 2. Then choose the type of document you will be submitting. Then click save.

Note: When submitting translations of documents, you must add each translated document separately.



# **Documents and Description**(Vital Records and Divorce Document Types)



If you choose a Marriage, Birth, Death or Divorce record:

- 1.Enter the name of the person that appears on your document.
- 2.Next, for Marriage, Birth or Death record, select the name of the State Registrar that appears on the bottom of your document from the drop-down box. For a Divorce record, enter the last name of the public official whose name appears on the document and select the name from the list that displays.
- 3. Finally, enter the date of the event and 4. the city and county in which the document was produced or filed, and 5. click Save. On the next screen, either add a new document or click Save.

If the name of the registrar or official does not appear, contact us at 609-292-9292 for assistance.

Document Description:	
Marriage Certificate (Inclu	uding Dom. Partnership and Civil Union Certificate)
○ Birth Certificate(s)	
O Death Certificate(s)	
O Divorce Document(s)	
O School Document(s)	
O Document Translation 6	
○ Other	
Title*	Date of Event *
State: * New Jersey	
County: *	Note: The Division does not produce these certificates.

## <u>Documents and Description</u> (School and Translated Documents)



If you choose, *School Document, Document Translation or Other* record:

- 1.Enter the title of the document.
- 2.Next, indicate whether the document was notarized by a NJ notary public or issued by a State, county or court official, and then search for the notary or official using the search fields displayed on the screen.
- 3.Select the notary public or official shown on your document. If you select an official, enter the name of the official's agency. 4.Finally, click Save and on the next screen, either add a new document or click Save.

If you are unable to locate the Notary or Public Official, contact us at (609) 292-9292 for assistance.

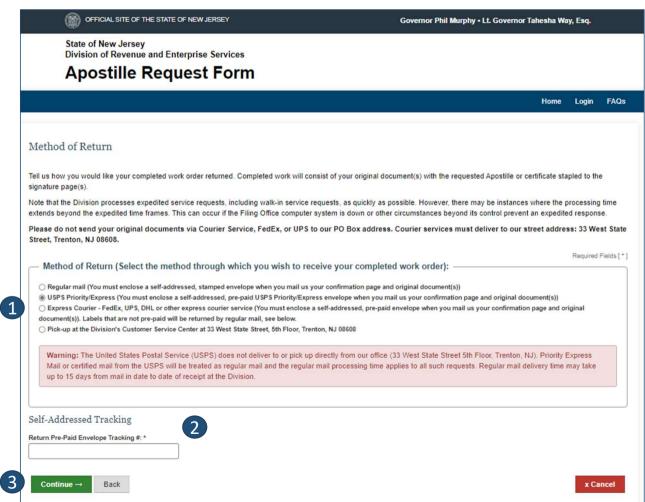
Add a New Document	
Document Description:	
Marriage Certificate (Including	Dom. Partnership and Civil Union Certificate)
O Birth Certificate(s)	
O Death Certificate(s)	
O Divorce Document(s)	
O School Document(s)	
O Document Translation 6	
Other	
Notary Public Who Notarized Docum Please use Notary Public Commissi Search By:  Notary Public ID: *	Document notarized by a NJ notary public     Document issued by a NJ State, county, or court official     nent     on ID if available, otherwise search using the NJ Public Notary last and first name:  OR
Notary Public Name(Type in exactly	as shown on the notarization):
Notary Last Name: *	Notary First Name: *
Notary Commission City: *	Notary Public State: New Expiration Jersey *  Notary  Public  Expiration  Balance  Methods:  An
Note: The Divis	ion does not produce these certificates.  4 Save → Close

#### **Method of Return**



- 1.Select the method in which you wish to receive your completed work order(with the certificate attached).
- 2.Provide additional information about the selected method if such is requested.
- 3. Click Continue.

Note: If your documents are received with no prepaid envelope, your documents will be returned to you via regular United States Postal Service.



### **Review Information**



Review the information entered for your Apostille order, if needed, you can edit the information for the application section.



### **Payment and Confirmation**



At the bottom of the edit screen:

- Select your payment method;
- 2. Click on the acknowledgement statements; and
- 3. Follow the rest of the screen flow to submit your order and payment.

When finished, you will see a confirmation screen and receive an email with instructions for completing your order

