

Apostille Process

- An apostille is an additional form of authentication issued for documents used in countries which participate in the 1961 Hague Convention Abolishing the Requirement of Legalization of Foreign Public Documents.
- Alumni requesting an apostille need to verify the country of receipt is part of the Hague Convention. If the country where they will be sending the document is not part of the Apostille Convention, they should contact the Embassy or a Consulate for that country to find out what their options are in such cases.
- Apostilles are strictly for the use of public documents abroad. An apostille may not be required if the laws, regulations, or practice in force in the recipient country where the document will be used have abolished or simplified the requirement.
- If alumni have any doubts, they should ask the intended recipient of the document whether an apostille is necessary in their particular case.
- The completed apostille certifies the authenticity of the signature of the notary. A document which has been certified with an apostille is to be considered acceptable for legal use in all Hague Convention participating nations.
- The responsibility of Baylor University (BU) for the apostille process is to notarize the diploma or transcript. The notarized document is then mailed to the alumni for further processing.
- Since BU is in Texas, the apostille process for all transcripts or diplomas is handled by the Texas Secretary of State. Additional information can be found on their website below:

<https://www.sos.texas.gov/authinfo.shtml>

- The Office of the Registrar has several notary publics who are officials appointed by the State of Texas to help deter fraud. Notary publics witness the signing of important documents and verify the identity of the signer, their willingness to sign the document, and their awareness of the contents of the document.
- Having a document notarized is the same as swearing under oath in a court of law. It is saying that the facts contained in the document are true. It also helps to convey to the recipient that the document presented to them is official and authentic.
- The back of the diploma has two (2) stamps. The first one states, "I hereby certify that this Certificate of Graduation is authentic and that the information appearing thereon is true and correct." This stamp is signed by the BU Registrar or one of our Associate Registrars and witnessed by the notary. The second stamp is the sworn statement that the signature was witnessed by the notary.

- Alumni should order a duplicate diploma using the link below. In the Comments box, they should enter “Need notarized”.

<https://registrar.web.baylor.edu/duplicate-diploma-orders-alumni>

- To request a transcript, alumni should complete the form using the link below and email Registrar@baylor.edu to request it to be notarized.

<https://registrar.web.baylor.edu/records-services/transcript-information>