

Clerk Certificate Request

Contact Information:

Name:
Address:
Phone Number:
Email:

What to send the Clerk's Office:

The certified copy of the document needing an apostille.

Make sure the document you are sending was issued from one of our local municipalities.

Here is a list of those - http://tompkinscountyny.gov/cclerk/municipality_links

If the certificate was issued from Tompkins County Vital Records - please make sure it was signed by the Registrar or Deputy Registrar of Tompkins County.

The certificate must have a raised seal.

\$10 fee/per document

Please send your original document(s) to:

Tompkins County Clerk

320 N Tioga St

Ithaca, NY 14850

After we have completed the Clerk Certificate, where would you like it mailed to:

- Albany - if so, please include their cover page and required documentation which can be found here:

<https://www.dos.ny.gov/licensing/apostille.html>

Along with a stamped envelope addressed to the Albany office.

- Return to you. Please enclose a self-addressed stamped envelope

Notarial Certificate Request

Contact Information:

Name:
Address:
Phone Number:
Email:

What to send the Clerk's Office:

The original document needing an apostille.

Make sure the document you are sending was notarized by a notary qualified in Tompkins County.

\$3 fee/per document

Please send your original document(s) to:

Tompkins County Clerk

320 N Tioga St

Ithaca, NY 14850

After we have completed the Clerk Certificate, where would you like it mailed to:

- Albany - if so, please include their cover page and required documentation which can be found here:

<https://www.dos.ny.gov/licensing/apostille.html>

Along with a stamped envelope addressed to the Albany office.

- Return to you. Please enclose a self-addressed stamped envelope