

## OFFICE OF THE GREAT SEAL APOSTILE INFORMATION

Address: Office of the Great Seal  
717 W Allegan  
Lansing MI 48918-1750  
(517) 373-2531

Office Hours: M-F 8-5 pm Closed 12-1 Daily  
Counter Hours: M-F 8:00-11:30 1:00-4:00  
Office is closed for legal holidays.

An Apostile is issued for documents going to countries that have adopted the Haig Convention requirements of legalization for foreign public documents.

You must tell us which country you need the documents for.

You cannot fax a document to obtain an Apostile.  
Do not fold documents to be apostiled.

A document can be apostiled if notarized by a Michigan Notary Public. The document must contain original signatures and be signed in the presence of the notary.

Only certified copies of birth, death, marriage and divorce records issued by a Michigan County Clerk (hand signature) or the Michigan State Registrar (hand signature) can get an Apostile. No original documents can get an Apostile.

No documents issued by a City Clerk or Court Clerk, or out-of-state documents can get an Apostile.

You can appear in person to have your documents apostiled at the address above. If you have (4) or fewer documents, no appointment is necessary for same-day service. If you have (5) or more documents, you need to schedule an appointment three days in advance to obtain same-day service.

You can send your documents to The Office of the Great Seal to be apostiled. Include a stamped, self-addressed for the documents to be returned to you.

Do not mail your request priority or express mail through the U.S. Post Office. You will not receive faster service using these means. By mail your request will take approximately three weeks to get through our central accounting system and be processed.

If you need faster service you can use a courier service such as Federal Express, Airborne or UPS who deliver directly to our office. Also include a pre-paid envelope furnished to this office and self-addressed. If you use a courier service, please use the zip code 48915.

Cost of the Apostile is \$1.00 for each document. Make your check or money order payable to the State of Michigan. Please do not send cash thru the mail.