

**CERTIFICATION OF ORIGINAL SCHOOL/ACADEMIC DOCUMENTS**  
**("APOSTILLE")**

***IMPORTANT: Please DO NOT detach the documents from the Apostille for any reason. Removing the staple from the Apostille will make the document null and void.***

The Italian Government and its agencies comply with the Hague Convention of October 5, 1961 (approved by the United States of America on October 15, 1981) that requires documents originated in other countries to be accompanied by the **Apostille** of the Secretary of State to satisfy the requirement of authenticity. The Apostille actually certifies that the signatures of Officials appearing on the original document are true and legitimate. **In this manner all documents issued in the United States, if accompanied by the Apostille of the Secretary of State, are recognized as authentic in Italy.**

**ORIGINAL** school/academic documents (i.e.: Final Report Card, High School Graduation Diploma, High School Transcript, Bachelor of Art Diploma, Bachelor of Science Diploma, Master Diploma, Ph.D. Diploma, Academic Transcripts) **should bear the signature by hand (no ink or raised stamps accepted) of the Registrar or any other School/University authority in charge of students records and the signature authentication by a Notary Public (the signature of the Registrar and the signature notarization on original diplomas, should be on the back of the document).**

**FOR MARYLAND:** Once the Notary Public has authenticated the signature of the school Registrar on the original document, the document must be submitted to the County Clerk of the Circuit Court of the County in which the notary is commissioned. The Clerk's office will certify that the person who acted as notary was in fact a notary on the day the document was signed.

- for **Montgomery County:** Molly Q. Ruhl, County Clerk

Judicial Center, 50 Maryland Avenue, Rockville, MD

Tel. (240) 777-9460

- for **Prince George's County:** Roslyn Pugh, County Clerk

Courthouse, Upper Marlboro, Maryland

Tel. (301) 952-3318

**After this procedure, the Apostille can mailed (or taken personallay) to the Office of the Secretary of State of the State of Maryland.**

**FOR MARYLAND— cont'd:**

**BY MAIL** - along with the school document with notarized statement an clerk's certification attached, the student submits:

- 1) a cover letter indicating the country of destination of the document;
- 2) a stamped, self-addressed envelope and
- 3) a check or money order in the amount of \$5.00 per document made payable to  
**Secretary of State.**
- 4) Send the documents to the following address:

**Certification Desk,  
Office of the Secretary of State,  
16 Francis Street  
Jeffrey Building, 1st Floor,  
Annapolis, MD 21401**

**WALK-IN SERVICE –**

8.30 a.m. – 4.30 p.m.

**16 Francis Street, 1st Floor**

**Jeffrey Building, Annapolis, MD – tel. (410) 974-5521**

Payment of \$5.00 per document by check, money order or exact amount in cash, **and the name of the country of destination is required at the time of certification.**

**FOR VIRGINIA (Fairfax and Arlington Counties and the City of Alexandria),** please contact the following Office which will authenticate the original diploma/transcripts prior to obtaining the Apostille from the Secretary of State of the State of Virginia:

Leticia Humire

Multilingual Registrar

Student Registration

6245 Leesburg Pike Office 100

Falls Church VA 22044;

Telephone (703)531-4635 or (703)531-4638

**After this procedure, the document can be mailed (or taken personally) to the appropriate office of the Secretary of State for the APOSTILLE. Please contact:**

**VIRGINIA:** (804) 786-2441  
One Capital Square, 14th Floor  
830 East Main Street  
Richmond, VA 23219

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All others should call the offices of the following Secretaries of State to obtain information on how to proceed:

**DISTRICT OF COLUMBIA:** (202) 727-3117  
441 4th Street, NW  
Washington, DC 20001  
<http://os.dc.gov/os/cwp/view,a,1207,q,522462.asp>

**VIRGINIA:** (804) 786-2441  
One Capital Square, 14th Floor  
830 East Main Street  
Richmond, VA 23219  
<http://www.soc.state.va.us/authentications.cfm>