

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 Check or Money Order

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