

Apostille Instruction and Homepage



Select the type of document you will be submitting.

Select *Non-Adoption Documents* for documentation relating to personal or business purposes or *Adoption Documents* for any documentation pertaining to an adoption transaction.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Governor Phil Murphy • Lt. Governor Tahesha Way, Esq.

State of New Jersey
Division of Revenue and Enterprise Services
Apostille Request Form

Home Login FAQs

Welcome to the Division of Revenue and Enterprise Services' Online Apostille and Certification Service

This service simplifies the process of obtaining Apostille/Certifications. It allows you to request and pre-pay for your work online and provides you with a confirmation page that lists your order number. You will submit the confirmation page with your original documents to the Division's Customer Service Center.

To use the service, you will need to enter the following information:

REQUIRED INFORMATION	HOW TO SUBMIT YOUR DOCUMENTS
<ul style="list-style-type: none">Your contact informationDocument description and details of each document – for example, state registrar, notary commission ID, and date of eventRequested processing (regular* 12-20 business days or expedited** next business day)Method for receiving your original document(s) and Apostille/Certification(s)Payment information (e-check (debit) or credit card)	<p>To complete the process, you will need to submit original documents to be reviewed by the Division of Revenue and Enterprise Services. Following are your delivery options:</p> <ul style="list-style-type: none">Expedited**: After submitting your online order, deliver your original document(s), along with the order confirmation sheet that the online system provides, to the Division's Customer Service Counter located at 33 West State Street, Trenton, NJ 08608, 5th floor. You can deliver your document(s):<ul style="list-style-type: none">In person between the hours of 8:30am and 2:00pm to the above-cited address; orVia an express delivery service such as United Parcel Service (UPS) or FedEx to the above-cited address.Regular*: After submitting your online order, mail your original document(s), along with the order confirmation sheet that this online system provides, to the Division via 1st class, USPS Priority, or Certified Mail. The address is PO Box 452, Trenton, NJ 08608. <p>* Please note that you must make a separate online request for each country where you will be presenting your document(s).</p>

IMPORTANT INFORMATION

- The Division cannot issue Apostilles or certifications for vital records from other states.
- For international document exchange, contact officials in the receiving country or visit the U.S. Department of State website for further information and guidance on the exchange process.

[Non-Adoption Documents](#) [Adoption Documents](#) [View Service and Fees](#)

Customer Information



1. Enter your contact information.

Please verify your phone number and email address. Should there be any issues with your order, we will contact you via one or both of these channels.

2. Click Continue.

The screenshot shows the 'Apostille Request Form' interface. At the top, it identifies the 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and 'Governor Phil Murphy • Lt. Governor Tahesha Way, Esq.'. The form title is 'Apostille Request Form' under the 'Division of Revenue and Enterprise Services'. A navigation bar includes 'Home', 'Login', and 'FAQs'. The main section is titled 'Customer Information' and contains a form with the following fields: 'First Name: *', 'Last Name: *', 'Phone Number: *', 'Email: *', 'Country: *' (a dropdown menu), 'Address1: *', 'Address2:', 'City: *', 'State: *' (a dropdown menu), and 'Zipcode: *' (with a placeholder 'XXXXX-XXXX'). A 'Required Fields [*]' note is in the top right of the form area. A green 'Continue →' button is at the bottom left, and a red 'x Cancel' button is at the bottom right. A blue circle with the number '1' is placed over the 'First Name' field, and another blue circle with the number '2' is placed over the 'Continue' button.

Processing Options



1. Select the desired service level.

2. Click on the drop-down menu and indicate the country to which the document will be sent.

3. Click Continue.

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State of New Jersey
Division of Revenue and Enterprise Services
Apostille Request Form

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Apostille/Certification Information
Document Type: All uses except Adoption
Standard Service: Generally, 12-20 business days from the date we receive your work order confirmation and document(s) in our Customer Service Center (\$25.00 per document).
Expedited Service: Within 8.5 business hours from when we receive your work order confirmation and document(s) in our Customer Service Center (\$40.00 per document).

1 Processing Options * Required Fields [*]

Regular Processing (Average Processing: 12-20 Business Days)
 Expedited - Next Business Day
Select the service option for how quickly you would like to receive your Apostille/Certification.

Warning: If you use Priority Express Mail or certified mail from the United States Postal Service (USPS), note that the USPS does not deliver to or pick up directly from our office. We treat requests received via Priority or Express Mail from the USPS as regular mail and the regular mail processing time applies to all such requests. Regular mail delivery time may take up to 15 days from mail in date to date of receipt.

Select the Country to which document(s) will be presented: *

NOTE: If you plan to submit your documents to an embassy or consulate office within the United States, please select the country that corresponds to the regional embassy or consulate office's jurisdiction.

2

3

Note: If you are presenting your documents to a foreign consulate located in the United States, you must select the country of the foreign consulate.

Documents and Description



1. Click *Add a New Document* to enter the type of document for which you wish to receive an Apostille or certificate.

2. Then choose the type of document you will be submitting. Then click save.

Note: When submitting translations of documents, you must add each translated document separately.

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Documents and Description

List all records for which you are requesting an Apostille/Certificate by selecting the +Add Document button below. You may list up to 10 records.
If you choose to request an Apostille/Certificate for a translation of your document, you must make a separate request for that translation.

Number	Document Type	Name on Document	Office	Statutory Fee	Action
No Documents Listed					
				Statutory Fee Total	\$0.00

1 + Add new Document Continue → Back x Cancel

2 Add a New Document

Document Description:

- Marriage Certificate (Including Dom. Partnership and Civil Union Certificate)
- Birth Certificate(s)
- Death Certificate(s)
- Divorce Document(s)
- School Document(s)
- Document Translation **1**
- Other

Save → Close

Documents and Description (Vital Records and Divorce Document Types)



If you choose a *Marriage, Birth, Death or Divorce record*:

1. Enter the name of the person that appears on your document.
2. Next, for Marriage, Birth or Death record, select the name of the State Registrar that appears on the bottom of your document from the drop-down box. For a Divorce record, enter the last name of the public official whose name appears on the document and select the name from the list that displays.
3. Finally, enter the date of the event and 4. the city and county in which the document was produced or filed, and 5. click Save. On the next screen, either add a new document or click Save.

If the name of the registrar or official does not appear, contact us at 609-292-9292 for assistance.

Add a New Document

Document Description:

- Marriage Certificate (Including Dom. Partnership and Civil Union Certificate)
- Birth Certificate(s)
- Death Certificate(s)
- Divorce Document(s)
- School Document(s)
- Document Translation ⓘ
- Other

Marriage Certificate (Including Dom. Partnership and Civil Union Certificate)

Name on Certificate: * **1**

State Registrar (Please select the State Registrar specified on your document) * **2**

Title*

Date of Event * **3**

State: *

City: *

County: * **4**

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Note: The Division does not produce these certificates.

Documents and Description (School and Translated Documents)



If you choose, *School Document*, *Document Translation* or *Other* record:

1. Enter the title of the document.
2. Next, indicate whether the document was notarized by a NJ notary public or issued by a State, county or court official, and then search for the notary or official using the search fields displayed on the screen.
3. Select the notary public or official shown on your document. If you select an official, enter the name of the official's agency.
4. Finally, click Save and on the next screen, either add a new document or click Save.

If you are unable to locate the Notary or Public Official, contact us at (609) 292-9292 for assistance.

Add a New Document

Document Description:

- Marriage Certificate (Including Dom. Partnership and Civil Union Certificate)
- Birth Certificate(s)
- Death Certificate(s)
- Divorce Document(s)
- School Document(s)
- Document Translation ⓘ
- Other

Document Title: * **1**

Select one of the following:

- Document notarized by a NJ notary public **2**
- Document issued by a NJ State, county, or court official

Notary Public Who Notarized Document

Please use Notary Public Commission ID if available, otherwise search using the NJ Public Notary last and first name:

Search By: **3**

Notary Public ID: * OR

Notary Public Name (Type in exactly as shown on the notarization):

Notary Last Name: * Notary First Name: *

Notary Commission City: *

Notary Public State: New Jersey *

Notary Public Expiration Date: *

Note: The Division does not produce these certificates.

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Method of Return



1. Select the method in which you wish to receive your completed work order (with the certificate attached).

2. Provide additional information about the selected method if such is requested.

3. Click Continue.

Note: If your documents are received with no prepaid envelope, your documents will be returned to you via regular United States Postal Service.

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Method of Return

Tell us how you would like your completed work order returned. Completed work will consist of your original document(s) with the requested Apostille or certificate stapled to the signature page(s).

Note that the Division processes expedited service requests, including walk-in service requests, as quickly as possible. However, there may be instances where the processing time extends beyond the expedited time frames. This can occur if the Filing Office computer system is down or other circumstances beyond its control prevent an expedited response.

Please do not send your original documents via Courier Service, FedEx, or UPS to our PO Box address. Courier services must deliver to our street address: 33 West State Street, Trenton, NJ 08608.

Method of Return (Select the method through which you wish to receive your completed work order): Required Fields [*]

- Regular mail (You must enclose a self-addressed, stamped envelope when you mail us your confirmation page and original document(s))
- USPS Priority/Express (You must enclose a self-addressed, pre-paid USPS Priority/Express envelope when you mail us your confirmation page and original document(s))
- Express Courier - FedEx, UPS, DHL or other express courier service (You must enclose a self-addressed, pre-paid envelope when you mail us your confirmation page and original document(s)). Labels that are not pre-paid will be returned by regular mail, see below.
- Pick-up at the Division's Customer Service Center at 33 West State Street, 5th Floor, Trenton, NJ 08608

Warning: The United States Postal Service (USPS) does not deliver to or pick up directly from our office (33 West State Street 5th Floor, Trenton, NJ). Priority Express Mail or certified mail from the USPS will be treated as regular mail and the regular mail processing time applies to all such requests. Regular mail delivery time may take up to 15 days from mail in date to date of receipt at the Division.

Self-Addressed Tracking

Return Pre-Paid Envelope Tracking #: *

1

2

3

Review Information



Review the information entered for your Apostille order, if needed, you can edit the information for the application section.

Home Login FAQs

Review

Customer Information	
Name:	James Test
Phone Number:	(155) 522-2111
Email Address:	Test@treas.nj.gov
Address:	1 main street Trenton, NJ 07055
Edit	

Apostille/Certification Information	
Processing Option:	Expedited - Next Business Day
Country to which document(s) will be presented:	Argentina
Edit	

Documents and Description	
Record Number:	1
Document Description:	Marriage Certificate (Including Dom. Partnership and Civil Union Certificate)
Name on Certificate:	Test Test
State Registrar Name (First):	PATRICIA
State Registrar Name (Last):	EGAN JONES
Title:	COUNTY SURROGATE
Date of Event:	08/01/2023
State:	NJ
City:	trenton
County:	mercer
Edit	

Method of Return	
Method of Return:	Self-addressed Fed Ex, UPS, or DHL
Return Pre-Paid Envelope Tracking #:	
Edit	

Payment and Confirmation



At the bottom of the edit screen:

1. Select your payment method;
2. Click on the acknowledgement statements; and
3. Follow the rest of the screen flow to submit your order and payment.

When finished, you will see a confirmation screen and receive an email with instructions for completing your order

The screenshot shows the 'Payment and Confirmation' screen. It is divided into several sections:

- Processing Option:** Regular Processing (Average Processing: 12-20 Business Days)
- Country to which document(s) will be presented:** Argentina
- Documents and Description:**
 - Record Number: 1
 - Document Description: Marriage Certificate (Including Dom. Partnership and Civil Union Certificate)
 - Name on Certificate: James Fruscione
 - State Registrar Name (First): BENJAMIN
 - State Registrar Name (Last): COHEN
 - Title: JUDGE OF THE SUPERIOR COURT
 - Date of Event: 08/01/2023
 - State: NJ
 - City: trenton
 - County: trenton
- Method of Return:** Regular mail
- Payment:**
 - Payment Method: * (dropdown menu)
 - Total Cost: \$25.00
 - 1. A red circle with the number '1' is placed over the 'Payment Method' dropdown.
 - 2. A red circle with the number '2' is placed over the acknowledgement checkboxes.
 - 3. A red circle with the number '3' is placed over the 'Pay' button.

By clicking on the acknowledgement box, you understand that NJDORES can only verify NJ records and that you are NOT to separate the stapled documents once returned to you.

Buttons: 'Pay' (green), 'Back' (grey), 'Cancel' (red).