

ADVISORY:

In response to the Coronavirus Disease (COVID-19), the Office of the Secretary of State Certification Division continues to adjust operations while keeping in mind the health and safety of our employees and customers.

Mail-in ONLY

Beginning December 1, 2020, all walk-in certification/apostille processing will be suspended. All documents requiring certification/apostille must be mailed to the following address:

Office of the Secretary of State
Wineland Building
16 Francis Street
Annapolis, MD 21401
Attn: Certification Desk

When sending documents by mail, be certain to include:

- Your check or money order for \$2 per document
- A note stating in which country the document(s) will be used, and how to contact you if a question should arise concerning your documents.
- A postage paid, self-addressed envelope for your returned document(s)
- For rapid service (usually 1-3 days) we recommend using prepaid express delivery services such as FedEx, USPS Priority or UPS
- Customers are limited to no more than 20 documents per mailing
- Please complete, print and include the Certification Checklist with your document(s). Click this link:
<https://sos.maryland.gov/Documents/CertCheckList.pdf>
- Individuals who have a priority request based on travel plans within one week may schedule an appointment to have their documents completed in person. Please call (410) 974-5521 to make the appointment. Appointments are Monday, Wednesday & Friday from 9:00 am to 12:00 noon. Copies of travel documents will be requested (no exceptions).
- Please be assured that the Certification Division has plans in place to address the needs of the business community should further changes to operations be deemed necessary.

Due to the large volume of mail-in requests, please allow for additional processing time before checking on the status of your Apostille/Certificate request.

Questions? Contact the Maryland Secretary of State's Certification Desk at 410-974-5521 or view our Frequently Asked Questions (FAQ) at <https://sos.maryland.gov/Certifications/Pages/default.aspx>