

# Apostille Process

**\*Please allow 5-8 weeks for processing\***

When an Apostille is required for a Diploma/Transcript, the Apostille/Notary form below must be completed. This is a multi-step process that involves three offices, two of which are not affiliated with Western Kentucky University. The student is responsible for working with each office to complete the process.

**Step 1. Western Kentucky University** will notarize the requested document(s). The document(s) will then be released to the requesting student or designee as indicated on the form or mailed to the student at the address listed on the request form. A picture ID is required to pick up the document(s).

**Step 2. Warren County Clerk's Office** The student is then responsible for taking or mailing the notarized document(s) to the Warren County Clerk's Office for authentication. The Warren County Clerk's Office charges a **fee** to authenticate. Please contact the clerk's office for further information.

Warren County Clerk's Office  
PO Box 478  
Bowling Green, KY 42102-0478  
Phone: 270-842-9416

Warren County Clerk's Office  
429 E 10th St  
Bowling Green, KY 42101

**Step 3. Kentucky Secretary of State** After the Warren County Clerk's Office completes the authentication process, the notarized document(s), the state's completed request form and the **fee** will then go to the Kentucky Secretary of State for authentication. The state's request form for Apostille Authentication can be found at: <https://www.sos.ky.gov/admin/Documents/ApostilleAuthentication.PDF>.

Mailing Address:  
Office of the Secretary of State  
Authentications and Apostilles  
PO Box 718  
Frankfort, KY 40602-0718

Walk-In Address: (also use for expedited mail)  
Office of the Secretary of State  
State Capitol  
700 Capital Avenue, Ste 158  
Frankfort KY 40601

Phone: 502-564-3490

