

## Department of Health Office of Vital Statistics

*What's needed for a  
vital record for a  
Foreign Country?*

*Apostille/Exemplified  
is the Answer!*



**Mail Apostille/Exemplified request to:**

**Office of Vital Statistics  
Attn: Apostille/Exemplified Section  
P. O. Box 210  
Jacksonville, FL 32231-0042**

**DO NOT SEND CASH!  
CHECK OR MONEY ORDER ONLY  
We do not accept credit cards  
All payments must be in U.S. currency**

**DO NOT SEND ORIGINAL DOCUMENTS**

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### Other Vital Statistic Services

*Certified Copies of Florida Events:*  
Birth, Death, Fetal Death, Marriage, Divorce

*Commemorative Certificates for:*  
Birth and Marriage only  
Additional questions call (904) 359-6900  
or write to the address above,  
Attention: Commemorative  
Certificates

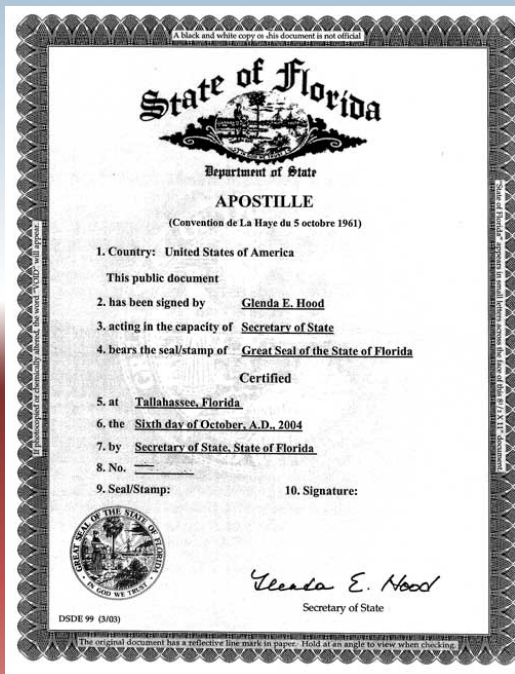
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**Florida Apostille/Exemplified**

DH 150-935  
Stock Number 5730-935-0150-0

*This brochure is designed to provide the necessary information on "What" an Apostille/Exemplified is and how it is used, "Why" it is needed, "Where" (whom to contact) to get one, and "How" (the steps needed) to obtain one.*



## WHAT IS AN "APOSTILLE/EXEMPLIFIED"?

An *apostille* (French word meaning notation) is a standard certification provided under The Hague Conference on Private International Law: 1961 Convention Abolishing the Requirement of Legislation for Foreign Public Documents for the purpose of authenticating documents for use in foreign countries.

An *exemplified* certification covers those countries who did not sign the Hague Treaty, such as Cuba, Chile, and Venezuela. Check with the Office of Vital Statistics at (904) 359-6900 ext. 9000 to see if the country in question has signed this treaty.

An apostille/exemplified is a public document issued by a country that is authenticated by the attachment of an internationally recognized form of authentication. The apostille/exemplified ensures that public documents issued in one country will be recognized as valid in another country.

The sole function of the apostille/exemplified is to certify the authenticity of the signature on the document, the capacity in which the person signing the document acted, and the identity of any stamp or seal affixed to the document.

The apostille/exemplified may be in the official language of the issuing authority, and its provisions may be set forth in another language as well.

## WHY DO I NEED ONE?

An apostille/exemplified can be used whenever a copy of an official document from another country is needed. For example: for international birth, death, marriage, divorce, adoption, and inheritance, but also for plain contracts. The apostille/exemplified is an official certification that the document is a true copy of the original. It does not certify that the original document's content is correct.

## WHERE CAN I GET AN APOSTILLE/EXEMPLIFIED?

You can obtain an apostille/exemplified for Florida vital record events by submitting a written request to the State Office of Vital Statistics in Jacksonville, Florida.

## HOW DO I OBTAIN AN APOSTILLE/EXEMPLIFIED?

If you need an apostille/exemplified vital record that is going to be presented to a foreign country:

Send a signed letter and the appropriate fees along with the following information to the Office of Vital Statistics:

- Type of certification needed (birth, death, marriage, or divorce);
- Country the certification is to be used for;
- Copy of your valid photo ID;
- Your relationship to the person named on the record (self, child, spouse, sibling, mother, father);
- All information required for the certificate you need (date of: birth, death, marriage, or divorce; county; full name; etc.)
- Return mailing address and daytime telephone number.

## FEES: INCLUDE TWO SEPARATE FEES:

1. Make the first fee payable to:  
Office of Vital Statistics
  - Birth Certificate: \$29 for first copy, \$14 for each additional copy
  - Death or Marriage Certificates, or Divorce Reports: \$25 for first copy, \$14 for each additional copy
2. Make the second fee payable to:  
Secretary of State; \$10 per copy

DO NOT combine fees or your request will not be processed.

For RUSH service, contact the Office of Vital Statistics at (904) 359-6900 ext. 9000 for instructions.

Mail your request and fees to:  
Office of Vital Statistics  
Apostille/Exemplified Section  
P. O. Box 210  
Jacksonville, FL 32231-0042

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When ordering a birth certificate or a death certificate with cause of death, the letter must be signed and include a copy of a valid driver license, state ID, military ID, or passport.

**DO NOT SEND ORIGINAL DOCUMENTS**

For additional assistance, call  
(904) 359-6900 ext. 9000 or email us at  
[VitalStats@doh.state.fl.us](mailto:VitalStats@doh.state.fl.us).