

Apostille/Certificate of Authentication Steps

Apostille and Certificate of Authentication is done through the Department of the Treasury Division of Revenue and Enterprise Services (DORES), State of New Jersey. You can seek to obtain an Apostille by yourself **PLAN A** or you can reach out to our office, Off-Site Graduate Programs (OSGP), for assistance, **PLAN B**.

PLAN A: For students wishing to obtain an Apostille themselves, please follow the steps below.

First Step: Students **MUST** order their own diplomas and official transcripts from TCNJ's Office of Records and Registration. If you are looking to obtain your diploma, please click here. If you are looking to obtain official transcripts, please click here.

Second Step: Please complete the Apostille/Certificate of Authentication Request Form. [Click here to download the form](#). Payment to DORES with regards to service and mailing options is on the form for you to select and complete.

Third Step: Locate a notary. Sign your name, as it appear on your documents, in the presence of a notary.

Fourth Step: Send all the document(s) (in steps 1-3) to DORES. Method of return is clearly addressed on Apostille/Certificate of Authentication Request Form. Please select accordingly.

PLAN B: OSGP only acts as an intermediary in helping our OSGP graduate students procure an Apostille/Certificate of Authentication. If you would like assistance from OSGP in obtaining an Apostille/Certificate of Authentication for your official TCNJ documents, please follow the steps below.

First Step: Students **MUST** order their own diplomas and official transcripts from TCNJ's Office of Records and Registration. If you are looking to obtain your diploma, please click here. If you are looking to obtain official transcripts, please click here. On your diploma and/or certificate please sign your full name as it appears on your document(s). ****If you have had your diploma/official transcripts sent directly to OSGP, please type or write a release letter stating the following, "I allow for OSGP to sign my name to my diploma and/or official transcripts."** Please sign your name to this release letter.

Second Step: Please complete the Apostille/Certificate of Authentication Request Form. Click here to receive the form. Payment to DORES with regards to service and mailing options is on the form for you to select and complete.

Third Step: Send all the document(s) (in steps 1-3) to OSGP.

US Address: For those students who would prefer their document(s) returned to a US address, please include a return envelope addressed with the appropriate postage affixed for the DORES to return your document(s) once the Apostille has been completed.

Overseas Address: For those students who would prefer their document(s) returned to an address overseas, please include a \$75 dollar check or money order made out to TCNJ, Off-Site Graduate Programs. Include in the memo, "Express mail postage for Apostille."

Fourth Step: OSGP will send all materials to DORES on your behalf.

Option 1: If you have signed your documents, OSGP will have your documents notarized by TCNJ. We will then send all of the documents identified in Steps 1-3 to DORES.

Option 2: If you have not signed your documents and have sent OSGP a release letter, we will sign and notarize your documents. OSGP will then send all of the documents identified in Steps 1-3 to DORES.