

APOSTILLE PROCESS



After your background check is completed, the GEM Teams office will email you a copy of your background check and the Notary Letter. You will be responsible to get the Notary Letter notarized and then apostilled.

Please note that you are notarizing the summary letter with your signature about the background check and not the background check itself.

Please be sure to fill out and sign IN FRONT of notary.

Once notarized you can send the notarized document to your respective State Authentications office. By mail or in person, if that service is available in your town. Please be sure to pay attention to when you should expect to get it back by mail.

Things to note:

Where to get a document notarized?

You can go to your bank or Shipping Stores, Tax Offices, Courier Services, Notaries or someone you know who is a notary (church, workplace etc.) There may be a fee associated with this service.

Foreign Country SPAIN

Type of Document Letter for Background Screening

*The document has 3+ pages, please note you are notarizing ONE document even though it has 3+ pages.

Helpful links

(these links were good as of 8/2019, it is each applicant's responsibility to find the right apostille services from their respective department of state)

Alabama

<https://www.sos.alabama.gov/administrative-services/authentication>

FORM <https://www.sos.alabama.gov/sites/default/files/form-files/submittalform.pdf>

Arizona

<https://azsos.gov/services/authentication-and-apostille>

FORM [https://azsos.gov/sites/default/files/BSD Apostille Request 20190107.pdf](https://azsos.gov/sites/default/files/BSD_Apostille_Request_20190107.pdf)

California

<https://www.sos.ca.gov/notary/request-apostille/>

FORM

COVER LETTER <https://notary.cdn.sos.ca.gov/forms/apostille-request-form.pdf>

Florida

<https://dos.myflorida.com/sunbiz/other-services/apostille-notarial-certification/>

FORM

[https://dos.myflorida.com/media/700558/apostille and notarial certificate request form.pdf](https://dos.myflorida.com/media/700558/apostille_and_notarial_certificate_request_form.pdf)

Georgia

<https://www.gscca.org/notary-and-apostilles/apostilles/general-apostille-information>

Illinois

<https://www.apostille.info/apostille-illinois/>

Missouri

<https://s1.sos.mo.gov/Business/Notary/notary/certify>

No form but a letter "A letter stating what country the documents will be sent to; a return address; and a contact phone number and e-mail address must be included with the documents." Please be sure to read website for process.

Mississippi

<https://www.sos.ms.gov/BusinessServices/Pages/Apostilles-Authentications.aspx>

FORM

https://www.sos.ms.gov/BusinessServices/Documents/Notary/Apostille_Certification_Requirement_form.pdf

North Carolina

https://www.sosnc.gov/divisions/authentications/Apostille_Certificates

FORM

https://www.sosnc.gov/documents/forms/authentications/cover_letters/cover_letterenglish_spanish.pdf

South Carolina

http://scsos.com/Notaries_and_Apostilles/Apostilles

FORM <http://scsos.com/forms/Notary/AuthenticationsCoverLetter.pdf>

Tennessee

<https://sos.tn.gov/business-services/apostilles>

FORM <http://sos-tn-gov-files.s3.amazonaws.com/forms/SS-4504.pdf>

Texas

<https://www.sos.state.tx.us/authinfo.shtml>

FORM <https://www.sos.state.tx.us/statdoc/forms/2102.pdf>