

Apostille Certification

For an apostille, the diploma and/or transcript is notarized indicating the signature on the document is legitimate. Then, it is sent to the Shelby County Clerk for the notary to be validated and forwarded to the Tennessee Secretary of State for the apostille to be added. This process is typically requested by the graduate who needs a notarized diploma to be sent internationally.

Christian Brothers University must receive the items outlined below in order to initiate a document authentication request.

1. Order a replacement diploma (<https://formsrv.cbu.edu/webforms/registrar/replace/>). In the "Reason for Replacement" box, indicate that the diploma will be used in the Apostille process.
2. Include a letter (sample letter is at the bottom of this document) that lists where you want the diploma delivered after the apostille has been added.
3. Complete the State of Tennessee "Apostille or Authentication Request Form (ss-4504)". The form can be found at <https://sos-tn-gov-files.s3.amazonaws.com/forms/SS-4504.pdf>.
4. Enclose two checks or money orders:

One should be made out to "Shelby County Clerk" in the amount of \$5.00. The other should be made out to "Tennessee Secretary of State" in the amount of \$2.00

5. You must provide the Office of the Registrar with a FedEx account number that will be used three times: delivery to Shelby County Clerk, delivery to Tennessee Secretary of State, and delivery to the final destination. You can set up a personal FedEx account at <https://www.fedex.com/en-us/create-account.html>.

Submit all of the above documents to this address:

Christian Brothers University
Office of the Registrar
650 East Parkway South
Memphis, TN 38104

Office of the Registrar
phone 901-321-3889
fax 901-321-3257
email registrar@cbu.edu

(date) _____

Secretary of State of Tennessee

Department of State
Attention: Notary Department
312 Rosa Parks Avenue
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243

To Whom It May Concern,

Please find the enclosed Apostille Diploma of (name)_____. Cash in the amount of \$2.00 is enclosed. Please use FedEx account number _____ to forward the diploma to:

If you have any questions, please feel free to contact me at (phone number)_____.

Sincerely,

(name)