



# Convalidation Guide for Brazilian Students



Forte International Exchange Association

*Revised November 2019*



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## Disclaimer

This guide was created as a resource for Forte exchange students, host families, and field staff to help explain the convalidation process. However, it is the student's responsibility to initiate and follow through with this process, and Forte cannot be held responsible in the case that the student fails to receive school credit in their country of origin. Forte is also not responsible for any changes made since the publishing of this guide. It is the student's responsibility to contact their home agency, school, and state officials to stay up to date with the most current information.



## Frequently Asked Questions

### What is convalidation?

- Convalidation is the process of validating classes taken during a semester or academic year in the United States to receive school credit in one's home country. Each country has its own requirements for the convalidation process, and this guide will cover the requirements for Brazil.

### What is an apostille?

- An apostille is a certificate that authenticates the origin of a public document for use in another country. Public documents may include school transcripts or birth, marriage or death certificates. In the United States, apostilles are generally issued by the Secretary of State for the state from which the public document originates. For example, a transcript from a high school in South Dakota would need to be sent to the South Dakota Secretary of State to be authenticated. The Secretary of State would then issue the apostille for a specified country (such as Brazil) and attach it to the transcript so that it will be recognized as a valid foreign document in that country. Examples of apostilles can be found in [Appendix 1](#).

### Who requests and files the convalidation paperwork?

- **Students are responsible for requesting their transcripts and getting them convalidated.** Students **should not** expect host families or Forte staff to handle this process (but they can ask for help if necessary).

### How much does it cost for convalidation?

- The cost of completing the convalidation process can depend on several factors. Students should be prepared to pay for the following:
  1. Fees for requesting official transcripts from the school
  2. Notarization of the transcripts by a Notary Public
  3. Application fee for the apostille
  4. Postage for mailing documents within the United States
  5. Postage for mailing documents to home country



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- Each state sets its own fees for issuing an apostille. These can range from \$1 to over \$20 and may cost more if requesting expedited service.
- There is a \$350 fee for students who request the convalidation service from the Forte Office.

## How long does the convalidation process take?

- Students should request final transcripts from their school as soon as they are available. It can take over eight weeks to finish this process, so we recommend that students start early and allow themselves enough time to complete everything or make arrangements to have the documents mailed to them before returning to their home countries.
- If the student needs to return to Brazil before their transcripts are available, we recommend that they speak to their guidance counselor, host family or local representative to see if they are willing to assist with this process. The student should still prepare the necessary envelopes, postage, money orders and fill out the apostille request form to make it simple for whoever has agreed to help. If the student's guidance counselor, host family or local representative are unwilling to help, the student can pay the \$350 convalidation fee to have the Forte Office complete the process.

## Why was my application for the apostille rejected?

- It is common for a Secretary of State's office to reject an apostille application due to **incorrect notarization**. Failure to follow the notarization requirements for that state can result in rejections and the student may need to start the convalidation process over from the beginning. We recommend that students contact their Secretary of State in advance to avoid the possibility of having their application rejected. The websites and contact information for each state can be found in [Appendix 3](#).

## Do transcripts need to be sent to the Brazilian consulate for authentication?

- No! Foreign documents legalized by Brazilian consulates by August 14, 2016 were valid in Brazil until February 14, 2017. From then on, documents are only valid if certified with an apostille from a competent foreign authority.



## Overview of Convalidation Process

### Before Arrival

- Students fill out the convalidation page of Forte International Exchange Association's student application (beginning Spring 2020). This page is used to inform Forte and school staff about what grade level and classes the student should be enrolled in during their exchange program.
- Please note that Forte **cannot** guarantee that students will be able to enroll in a specific grade level or classes as each school has its own policies and course offerings. For example, some schools may require that all exchange students be enrolled in a certain grade regardless of the student's age or grade level in their home country.

### After Arrival

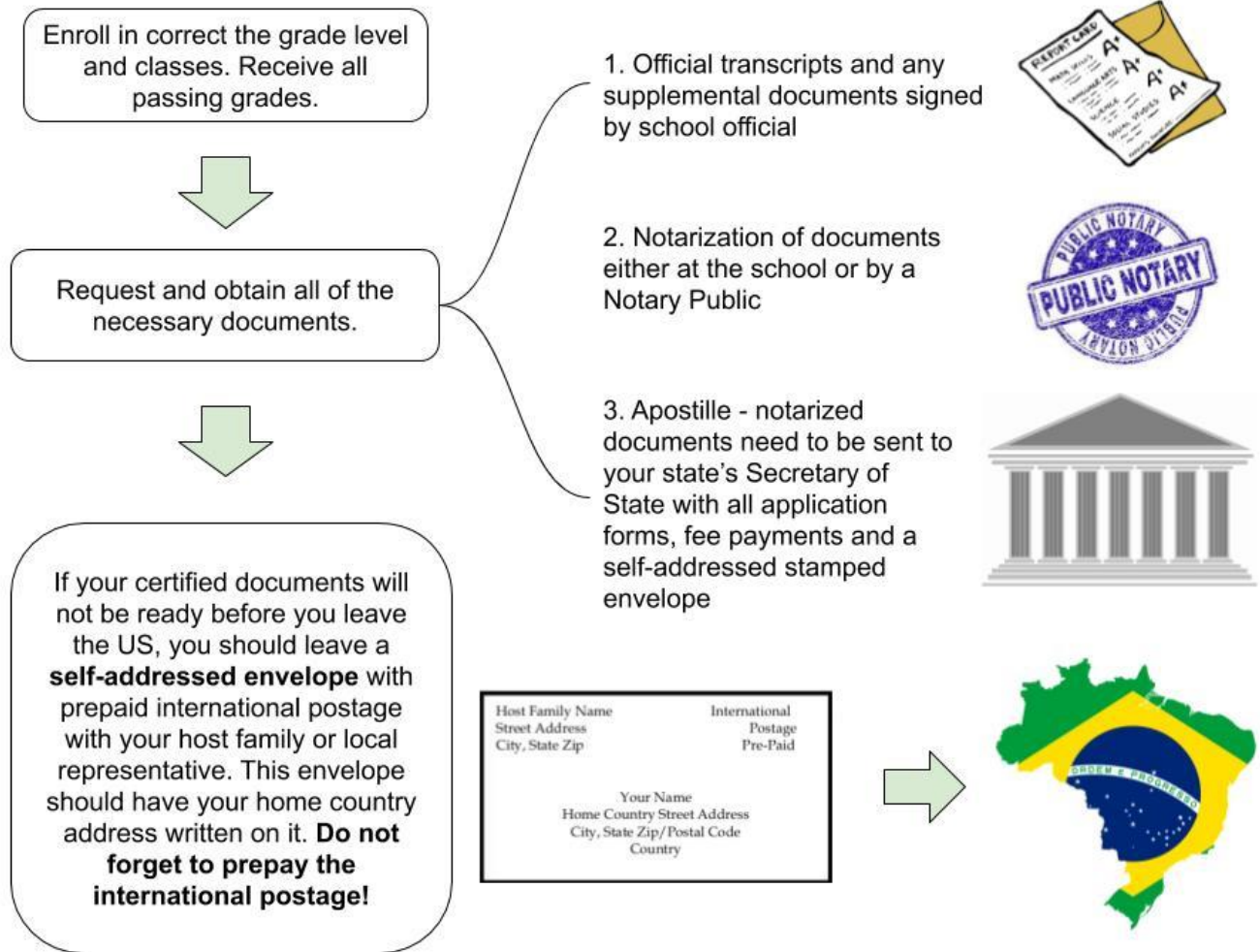
- When school begins, students should inform their guidance counselors and school registrar about what they need to complete the convalidation process and ensure that they are enrolled in the correct grade and classes (if possible).
- In the case that specific course titles are required to convalidate classes (such as 'Chemistry' instead of 'Chemistry in the Community'), we recommend that students meet with their guidance counselors or principals to address this and any other issues when registering for classes at the beginning of the exchange program. If the school is unable or unwilling to change the course titles, the student may have to accept the fact that certain coursework may not transfer back to Brazil.
- As soon as final grades are available, students should request their official transcripts and any necessary explanation letters, have them notarized, and submit the convalidation paperwork to their state's Secretary of State Office.
- If students do not receive their convalidated documents before returning to Brazil, we recommend that students work out an agreement with their guidance counselor, host family or local representative to have them mail the documents to them in Brazil. Students should pay all fees and shipping costs related to convalidation before leaving the United States. We also recommend that students send polite email reminders to whoever has agreed to help them to make sure that all steps are taken.



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- There is a \$350 fee for students who request the convalidation service from the Forte Office.

## Convalidation Process Flowchart





## School Enrollment Requirements

### Correct Grade Level & Classes

- Students should be enrolled in the **correct grade level**. If the school is unable to accommodate the student's request for a specific grade level, it may be necessary to request an explanation letter stating the school's policy for not enrolling the student in their requested grade level.
- The Ministry of Education in Brazil requires students be enrolled in the following **5 categories of classes** and receive a **passing letter grade** (no pass/fail):
  1. English
  2. Math
  3. Social science (history, geography, sociology, etc.)
  4. Natural science (biology, chemistry, physics, etc.)
  5. Physical education
- Students should receive a full credit in each of the five mandatory classes but can take additional electives as pass/fail.

### Credit Requirements for Classes Taken in the US

On a letter scale, a "D" is the minimum required to pass. On a scale of 100, the lowest passing grade is 65. On a scale of 4, the minimum accepted is 0.6. If the minimum required by the American school attended is different from the ones mentioned here, the school's regulations will be followed. Only classes receiving a passing grade will receive credit.





## Necessary Documents

### Transcripts

Students should request **two official copies** of their high school transcript. The second copy can be taken home by the student to present to the student's home school while waiting for the convalidated copy to arrive.

- Make sure that the transcripts are printed on school letterhead and contain the following information:
  1. Full name of student as listed on student's passport
  2. Full name of school
  3. Grade enrolled / class rank
  4. Year attended (i.e. 2019-2020)
  5. Course names and grades for all classes taken by the student
  6. Signature by principal or other school official
  7. School seal or stamp
- If possible, request that the transcripts be **notarized at the school** (see next section for more details). If not available at the school, the student may be required to locate a Notary Public to have their transcripts notarized.

### *Notarization Details*

The transcripts must be notarized by a Notary Public in the **same county as the school** attended by the student.

- In order for the transcript to be eligible for the apostille, the Notary Public must use the correct stamp so that it is a **certified copy**. All other stamps may be rejected by the Secretary of State's office.
- Examples of notarization stamps can be found in [Appendix 2](#). Make sure to contact the Secretary of State's office to find out the exact notarization requirements before submitting the apostille application. Some offices may be willing to review documents



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sent first by email to avoid applications being rejected. Forte is not responsible for applications rejected on the basis of incorrect notarization.

## Apostille Application

Students should call or visit the website for the Secretary of State Office responsible for issuing the apostille in their state (contact information in [Appendix 3](#)) and find out the following information:

- The form of payment for the apostille service
- Cost of the apostille service (may range from \$1 to over \$20 depending on the state)
- Any special requirements (for example, some states require a cover sheet for transcripts to be notarized)

Follow the Secretary of State requirements closely. Either mail or bring the following documents to the Secretary of State's office:

- Apostille request form downloaded from the Secretary of State website or a cover letter containing the requested information
- Money order or check for the specified fee. Some states may also accept credit card information instead.
- Official transcript/ diploma/ other documents from school
- Self-addressed stamped envelope

Some states may mail internationally if provided with prepaid postage. Call the Secretary of State's office before submitting to confirm.

## Prepaid Envelopes

In the case that the student does not receive their convalidated transcript before returning to Brazil and the Secretary of State does not provide the option to mail internationally, the student should prepare the following:

- One envelope with international prepaid postage for the guidance counselor, host family or local representative to mail the convalidated documents to Brazil once received.





# Appendix 1: Example Apostilles

The following is an example of an apostille issued in Washington state.

## State of Washington Secretary of State

This Certificate is not valid for use anywhere within the United States of America, its territories or possessions.

<b>Apostille</b> (Convention de La Haye du 5 octobre 1961)	
1. Country Pays / Pais	United States of America
This public document Le présent acte public / El presente documento público	
2. has been signed by a été signé par ha sido firmado por	AUDREY J ROOS
3. acting in the capacity of agissant en qualité de quien actúa en calidad de	Notary Public, state of Washington
4. bears seal / stamp of est revêtu du sceau / timbre de y está revistido del sello / timbre de	AUDREY J ROOS
Certified Attesté / Certificado	
5. at à / en	Olympia, Washington
6. the le / el día	April 30, 2019
7. by par / por	Kim Wyman, Secretary of State, State of Washington
8. Number sous nombre / bajo el número	121980760
9. Seal / stamp Sceau / timbre Sello / timbre	
10. Signature: Signature: Firma:	

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.

This Apostille does not certify the content of the document for which it was issued.

This Apostille is not valid for use anywhere within the United States of America, its territories or possessions.

To verify the issuance of this Apostille, see: [www.sos.wa.gov/corps/apostilles](http://www.sos.wa.gov/corps/apostilles)

This certificate does not constitute an apostille under the Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents for those countries that have neither ratified nor acceded to that Convention, and remains subject to additional applicable authentication requirements.

Cette Apostille atteste uniquement la véracité de la signature, la qualité en laquelle le signataire de l'acte a agi et, le cas échéant, l'identité du sceau ou timbre dont cet acte public est revêtu.

Cette Apostille ne certifie pas le contenu de l'acte pour lequel elle a été émise.

L'utilisation de cette Apostille n'est pas valable en/au États-Unis d'Amérique, ses territoires ou possessions.

Cette Apostille peut être vérifiée à l'adresse suivante: [www.sos.wa.gov/corps/apostilles](http://www.sos.wa.gov/corps/apostilles)

Esta Apostilla certifica únicamente la autenticidad de la firma, la calidad en que el signatario del documento haya actuado, y en su caso, la identidad del sello o timbre del que el documento publico este revestido.

Esta Apostilla no certifica el contenido del documento para el cual se expidió.

No es válido el uso de esta Apostilla en Estados Unidos de América, sus territorios o posesiones.

Esta Apostille se puede verificar en la dirección siguiente: [www.sos.wa.gov/corps/apostilles](http://www.sos.wa.gov/corps/apostilles)



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The following is an example of an apostille issued in Missouri.



## STATE OF MISSOURI Office of Secretary of State

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.

This Apostille does not certify the content of the document for which it was issued.

This Apostille is not valid for use anywhere within the United States of America, its territories or possessions.

### Apostille (SAMPLE)

(Convention de La Haye du 5 octobre 1961)

1. Country: United States of America
2. This public document  
has been signed by (NAME OF INDIVIDUAL)
3. Acting in the Capacity of (TITLE)
4. bears the seal/stamp of (TITLE)

#### Certified

5. at Jefferson City, Missouri
6. The (DAY)Day of (MONTH) , (YEAR)
7. by John R. Ashcroft, Secretary of State, State of Missouri
8. No. (NUMBER)
9. Seal-Stamp

10. Signature:



Comm. 27 (01/2014)



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## Appendix 2: Example Notarization Stamps

The following is an example of a stamp that may be used by a Notary Public in Nevada.


**Certify Copies:** As a notarial officer, you may photocopy a document if it is presented to you. The following language is then attached or stamped, if you have such a stamp, to each copy.

<p>State of Nevada  County of _____</p> <p>I certify that this is a true and correct copy of a document in the possession of  ..... (Name of Person).....</p> <p>Dated _____</p> <p>(Notary stamp)      <b><u>SAMPLE ONLY</u></b></p> <p style="text-align: right;">_____  (Signature of notarial officer)</p>
--

The following is an example of a stamp that may be used by a Notary Public in Oregon.

### Statement & Notarization of Originals

I, \_\_\_\_\_, the (school registrar/principal) of \_\_\_\_\_  
(name of school) hereby certify that this is the true and  
original school diploma/ transcript for \_\_\_\_\_ (student's  
name).

<p>State of Oregon  County of _____</p> <p>This __ day of __, __, before me personally appeared  _____ (school registrar/principal) and signed the  above statement.</p> <p><i>Notary Public Signature</i></p>	 <p>OREGON NOTARY  OFFICIAL STAMP</p>
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*The following is an example of a stamp and certification that may be used by a school official and Notary Public in Montana.*

**CERTIFICATION OF SCHOOL RECORDS**

I certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, that the attached transcript, grade report, or record for \_\_\_\_\_, consisting of \_\_\_\_\_  
(Name of Student)

pages, is a true and official record issued by \_\_\_\_\_.  
(Name of school)

\_\_\_\_\_  
(Signature of School Official)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

State of Montana  
County of \_\_\_\_\_

This instrument was signed or acknowledged before me on \_\_\_\_\_ by  
\_\_\_\_\_  
(Name of School Official)

\_\_\_\_\_  
(Signature of Notary Public)

[Affix Notary Seal]



## Appendix 3: Contact Information for Secretary of State Offices in the United States

State	Contact Information
Alabama	<a href="https://www.sos.alabama.gov/administrative-services/authentications">https://www.sos.alabama.gov/administrative-services/authentications</a> Phone: (334) 242-7200
Alaska	<a href="http://ltgov.alaska.gov/notaries-public/authentications-and-apostilles/">http://ltgov.alaska.gov/notaries-public/authentications-and-apostilles/</a> Phone (907) 465-3520
Arizona	<a href="https://azsos.gov/services/authentication-and-apostille">https://azsos.gov/services/authentication-and-apostille</a> Phone: (602) 542-6187
Arkansas	<a href="https://azsos.gov/services/authentication-and-apostille">https://azsos.gov/services/authentication-and-apostille</a> Phone: (602) 542-4285
California	<a href="https://www.sos.ca.gov/notary/request-apostille/">https://www.sos.ca.gov/notary/request-apostille/</a> Phone: (916) 653-6814
Colorado	<a href="https://www.sos.state.co.us/pubs/notary/apostilleHelp.html#fn1">https://www.sos.state.co.us/pubs/notary/apostilleHelp.html#fn1</a>  Tutorial: <a href="http://cosos.learnercommunity.com/portal/Files/Org/5d253e1535be429bb1f78929a435c5c6/site/assets/preparing_to_get_an_authentication/index.html">http://cosos.learnercommunity.com/portal/Files/Org/5d253e1535be429bb1f78929a435c5c6/site/assets/preparing_to_get_an_authentication/index.html</a>  Email: <a href="mailto:Authentications@sos.state.co.us">Authentications@sos.state.co.us</a> (for review prior to submission); <a href="mailto:notary@sos.state.co.us">notary@sos.state.co.us</a> (for questions)  Phone: (303) 894-2200 & press 2
Connecticut	<a href="https://portal.ct.gov/SOTS/Legislative-Services/Authentication-of-Documents-and-the-Apostille">https://portal.ct.gov/SOTS/Legislative-Services/Authentication-of-Documents-and-the-Apostille</a> Phone: (860) 509-6100
Delaware	<a href="https://corp.delaware.gov/apost_info/">https://corp.delaware.gov/apost_info/</a> <a href="https://corp.delaware.gov/regguide/">https://corp.delaware.gov/regguide/</a> Phone: (302) 739-3073
District of Columbia	<a href="https://os.dc.gov/service/authentications">https://os.dc.gov/service/authentications</a> Email: <a href="mailto:notary@dc.gov">notary@dc.gov</a> Phone: (202) 727-3117
Florida	<a href="http://notaries.dos.state.fl.us/notproc7.html">http://notaries.dos.state.fl.us/notproc7.html</a>



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	Phone: (850) 245-6945
Georgia	<a href="https://www.gsccca.org/notary-and-apostilles/apostilles/general-apostille-information">https://www.gsccca.org/notary-and-apostilles/apostilles/general-apostille-information</a> Email: <a href="mailto:notary@gsccca.org">notary@gsccca.org</a> Phone: (404) 327-6023
Hawaii	<a href="http://ltgov.hawaii.gov/the-office/apostilles-and-certifications/">http://ltgov.hawaii.gov/the-office/apostilles-and-certifications/</a> Phone: (808) 586-0255
Idaho	<a href="https://sos.idaho.gov/apostille/">https://sos.idaho.gov/apostille/</a> Phone: (208) 334-3191
Illinois	<a href="https://www.cyberdriveillinois.com/departments/index/apostilles.html">https://www.cyberdriveillinois.com/departments/index/apostilles.html</a> Phone: (217) 782-7017
Indiana	<a href="http://www.in.gov/sos/business/4096.htm">http://www.in.gov/sos/business/4096.htm</a> Phone: (317) 232-2677
Iowa	<a href="https://sos.iowa.gov/business/pdf/APCERT.pdf">https://sos.iowa.gov/business/pdf/APCERT.pdf</a> Phone: (515) 281-5204
Kansas	<a href="http://www.kssos.org/business/notary_public/certifications.html">http://www.kssos.org/business/notary_public/certifications.html</a> Phone: (785) 296-4564
Kentucky	<a href="https://www.sos.ky.gov/bus/businessrecords/Pages/Apostilles-and-Authentications.aspx">https://www.sos.ky.gov/bus/businessrecords/Pages/Apostilles-and-Authentications.aspx</a> Phone: (502) 564-3490
Louisiana	<a href="https://www.sos.la.gov/NotaryAndCertifications/Certifications/AuthenticateSignatureSOflouisianaOfficials/Pages/default.aspx">https://www.sos.la.gov/NotaryAndCertifications/Certifications/AuthenticateSignatureSOflouisianaOfficials/Pages/default.aspx</a> Phone: (225) 922-0330
Maine	<a href="https://www.maine.gov/sos/cec/apostilles/">https://www.maine.gov/sos/cec/apostilles/</a> Email: <a href="mailto:cec.notaries@maine.gov">cec.notaries@maine.gov</a> Phone: (207) 624-7752
Maryland	<a href="https://sos.maryland.gov/Certifications/Pages/default.aspx">https://sos.maryland.gov/Certifications/Pages/default.aspx</a> Email: <a href="mailto:craig.jackson@maryland.gov">craig.jackson@maryland.gov</a> Phone: (410) 974-5521
Massachusetts	<a href="http://www.sec.state.ma.us/pre/precom/comidx.htm">http://www.sec.state.ma.us/pre/precom/comidx.htm</a> Boston, MA





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	Phone: (617) 727-2836 Springfield, MA Phone: (413) 784-1376 Fall River, MA Phone: (508) 646-1374
Michigan	<a href="https://www.michigan.gov/sos/0,4670,7-127--23159--,00.html">https://www.michigan.gov/sos/0,4670,7-127--23159--,00.html</a> Email: <a href="mailto:soswebmaster@michigan.gov">soswebmaster@michigan.gov</a> Phone: (888) 767-6424
Minnesota	<a href="https://www.sos.state.mn.us/notary-apostille/apostille-authentication/">https://www.sos.state.mn.us/notary-apostille/apostille-authentication/</a> Phone: (651) 296-2803 or (877) 551-6767
Mississippi	<a href="https://www.sos.ms.gov/BusinessServices/Pages/Apostilles-Authentications.aspx">https://www.sos.ms.gov/BusinessServices/Pages/Apostilles-Authentications.aspx</a> Phone: (601) 359-1615
Missouri	<a href="https://s1.sos.mo.gov/Business/Notary/notary/certify">https://s1.sos.mo.gov/Business/Notary/notary/certify</a> Email: <a href="mailto:commissions@sos.mo.gov">commissions@sos.mo.gov</a> Phone: (573) 751-8199
Montana	<a href="https://sosmt.gov/notary/apostilles/">https://sosmt.gov/notary/apostilles/</a> Information for exchange students <a href="https://sosmt.gov/notary/exchange-students/">https://sosmt.gov/notary/exchange-students/</a> Email: <a href="mailto:sosnotary@mt.gov">sosnotary@mt.gov</a> Phone: (406) 444-2034
Nebraska	<a href="https://sos.nebraska.gov/business/notary/not_auth.html">https://sos.nebraska.gov/business/notary/not_auth.html</a> Email: <a href="mailto:sos.info@nebraska.gov">sos.info@nebraska.gov</a> Phone: (402) 471-2554
Nevada	<a href="https://www.nvsos.gov/sos/businesses/apostille">https://www.nvsos.gov/sos/businesses/apostille</a> Email: <a href="mailto:nvnotary@sos.nv.gov">nvnotary@sos.nv.gov</a> Phone: (775) 684-5708
New Hampshire	<a href="https://sos.nh.gov/certs.aspx">https://sos.nh.gov/certs.aspx</a> Phone: (603) 271-3242
New Jersey	<a href="https://www.nj.gov/treasury/revenue/apostilles.shtml">https://www.nj.gov/treasury/revenue/apostilles.shtml</a> Phone: (609) 292-9292
New Mexico	<a href="https://www.sos.state.nm.us/notary-and-apostille/apostille-and-certifications/">https://www.sos.state.nm.us/notary-and-apostille/apostille-and-certifications/</a>



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	Phone: 1-800-477-3632
New York	<a href="https://www.dos.ny.gov/licensing/apostille.html">https://www.dos.ny.gov/licensing/apostille.html</a>
	Phone: (518) 474-4429
North Carolina	<a href="https://www.sosnc.gov/divisions/authentications/Apostille_Certificates">https://www.sosnc.gov/divisions/authentications/Apostille_Certificates</a>
	Phone: (919) 814-5400
North Dakota	<a href="http://sos.nd.gov/notaries-public/authentications-apostille-and-certification">http://sos.nd.gov/notaries-public/authentications-apostille-and-certification</a>
	Email: <a href="mailto:sosaccnot@nd.gov">sosaccnot@nd.gov</a> Phone: (701) 328-2901 (can schedule an appointment for same day service)
Ohio	<a href="https://www.ohiosos.gov/records/apostilles-certifications/#gref">https://www.ohiosos.gov/records/apostilles-certifications/#gref</a>
	Phone: (614) 728-9200
Oklahoma	<a href="https://www.sos.ok.gov/business/apostilles.aspx">https://www.sos.ok.gov/business/apostilles.aspx</a>
	Phone: (405) 521-4211
Oregon	<a href="https://sos.oregon.gov/business/Pages/how-to-get-authentication-apostille.aspx">https://sos.oregon.gov/business/Pages/how-to-get-authentication-apostille.aspx</a>
	Phone: (503) 986-2200
Pennsylvania	<a href="https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/default.aspx#.VSZ6dfDD-KU">https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/default.aspx#.VSZ6dfDD-KU</a>
	Phone: (717) 787-5280
Rhode Island	<a href="http://sos.ri.gov/divisions/Business-Portal/Certifications-Apostille-Goodstanding">http://sos.ri.gov/divisions/Business-Portal/Certifications-Apostille-Goodstanding</a>
	Phone: (401) 222-1487
South Carolina	<a href="https://sos.sc.gov/services-and-filings/apostilles">https://sos.sc.gov/services-and-filings/apostilles</a>
	Phone: (803) 771-0131
South Dakota	<a href="http://sdsos.gov/general-services/apostilles-authentications.aspx">http://sdsos.gov/general-services/apostilles-authentications.aspx</a>
	Email: <a href="mailto:apostille@state.sd.us">apostille@state.sd.us</a> Phone: (605) 773-4845
Tennessee	<a href="https://sos.tn.gov/business-services/apostilles">https://sos.tn.gov/business-services/apostilles</a>
	Email: <a href="mailto:tnsos.ats@tn.gov">tnsos.ats@tn.gov</a> Phone: (615) 741-0536
Texas	<a href="https://www.sos.state.tx.us/authinfo.shtml">https://www.sos.state.tx.us/authinfo.shtml</a>
	Email: <a href="mailto:authentications@sos.state.tx.us">authentications@sos.state.tx.us</a> Phone: (512) 463-5705



# FORTE INTERNATIONAL EXCHANGE ASSOCIATION

Utah	<p><a href="https://authentications.utah.gov/process-from-home-page/">https://authentications.utah.gov/process-from-home-page/</a></p> <p>Email: <a href="mailto:authentications@utah.gov">authentications@utah.gov</a> Phone: 801-538-1041</p>
Vermont	<p><a href="https://www.sec.state.vt.us/archives-records/certifications-fees/apostilles-authentications.aspx">https://www.sec.state.vt.us/archives-records/certifications-fees/apostilles-authentications.aspx</a></p> <p>Phone: (802) 828-3700</p>
Virginia	<p><a href="https://www.commonwealth.virginia.gov/official-documents/authentications/">https://www.commonwealth.virginia.gov/official-documents/authentications/</a></p> <p>Phone: (804) 692-0114</p>
Washington (state)	<p><a href="https://www.sos.wa.gov//corps/apostilles/">https://www.sos.wa.gov//corps/apostilles/</a></p> <p>Email: <a href="mailto:apostilles@sos.wa.gov">apostilles@sos.wa.gov</a> Phone: (360) 725-0344 opt 1</p>
West Virginia	<p><a href="https://sos.wv.gov/business/Pages/AuthDocs.aspx">https://sos.wv.gov/business/Pages/AuthDocs.aspx</a></p> <p>Email: <a href="mailto:business@wvsos.gov">business@wvsos.gov</a> Phone: (866) 767-8683</p>
Wisconsin	<p><a href="https://sos.wi.gov/apostilles.htm">https://sos.wi.gov/apostilles.htm</a></p> <p>Email: <a href="mailto:statesec@wi.gov">statesec@wi.gov</a> Phone: (608) 266-5503</p>
Wyoming	<p><a href="https://soswy.state.wy.us/Services/Authentication.aspx">https://soswy.state.wy.us/Services/Authentication.aspx</a></p> <p>Information regarding high school transcript authentications <a href="https://soswy.state.wy.us/Forms/Authentication/AuthenticationInformationandForm.pdf">https://soswy.state.wy.us/Forms/Authentication/AuthenticationInformationandForm.pdf</a></p> <p>Email: <a href="mailto:authentications@wyo.gov">authentications@wyo.gov</a> Phone: (307) 777-7370</p>



## **Appendix 4: Additional Resources**

The ABCs of Apostilles - a publication by the Hague Conference on Private International Law  
<https://www.hcch.net/en/publications-and-studies/details4/?pid=4967>

Information about the legalization and authentication of documents by the Consulate General of Brazil in Washington  
[http://cgwashington.itamaraty.gov.br/en-us/legalization\\_and\\_authentication\\_of\\_documents.xml](http://cgwashington.itamaraty.gov.br/en-us/legalization_and_authentication_of_documents.xml)