

## **Apostilles (if required by importing country) options for Colorado agricultural products**

The Colorado Department of Agriculture is providing the following guidelines for obtaining Apostille authentication documents as sometimes requested by importers of agricultural and processed agricultural products. This information is primarily from the Colorado Secretary of State's office, with agricultural specific elements added.

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### **Why do I need to get a document authenticated?**

An authentication or legalization, sometimes called an apostille, is needed for documents that you plan to use in a foreign country.

Examples include:

- birth certificates
  - marriage licenses
  - school transcripts
  - powers of attorney
  - death certificates
  - adoption dossiers.
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*Also includes Certificates of Origin and Certificates of Free Sale from the Colorado Department of Agriculture.*

First request and receive a notarized Certificate of Origin or Free Sale from the Colorado Department of Agriculture.

Certificates of Origin: 303-239-4152

Certificates of Free Sale: 303-239-4114

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### **To have a document authenticated.**

Send to the Colorado Secretary of State:

1. The original document.  
The document must be notarized by a Colorado Notary Public or certified by Vital Records or the County Clerk's office.
2. A completed [authentication request form \(PDF\)](#).

3. A check or money order, payable to "Colorado Secretary of State".  
The appropriate amount can be found in our [fee schedule](#).

Mail all documents to:

Colorado Secretary of State  
Notary Program  
1700 Broadway, Suite 200  
Denver, CO 80290

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### **How long does it take to get an authentication?**

Mail back:

Documents are mailed back to you the next business day. For example, if we receive your documents during regular business hours on a Tuesday, they will be mailed out on Wednesday. Note that documents are not processed on weekends or holidays.

Pick up:

If you want to pick up your documents, they will be ready for you after 10:30 AM the next business day. For example, if we receive your documents during regular business hours on a Tuesday, they will be ready for pickup after 10:30 AM on Wednesday. Note that documents are not processed on weekends or holidays.

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### **Can I get my document(s) authenticated faster?**

We offer expedited service for documents that are hand delivered to our office before 4:30 PM. Your documents will be processed while you wait.

There is an additional fee for expedited service. See the [form \(PDF\)](#) for more information.

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### **What should be included in a notarized document?**

For faster service, please make sure that the document includes:

1. Original signature(s) (not stamped or photocopied).
2. A completed document (all blanks must be filled in or crossed out).
3. A complete notary statement, including the state and county where the notarization took place and the date of the notarization.

Although the document may be in another language, the notary's statement must be in English.

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**Can your office notarize my documents?**

No. Documents must be notarized by a Colorado notary public or certified by Vital Records or the county.

*Documents produced and signed by the Colorado Department of Agriculture can be notarized by the department.*

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**Should I have the delivery confirmed when I mail my documents to you?**

We recommend using an express or overnight delivery service that can be tracked, such as FedEx or UPS. A prepaid waybill or label must be included if you would like us to send back your document(s) using one of these shipping methods.

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**Can I verify the authenticity of an apostille or authentication issued by your office?**

Yes, you can [electronically verify](#) an apostille or authentication.

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**Where can I find more information about apostilles?**

[The ABCs of Apostilles \(PDF\)](#) provides basic information about apostilles and a list of [countries that issue and accept apostilles](#) can be used to find country requirements.