

City of Amsterdam, New York

Instructions for obtaining an Apostille for documents filed in Montgomery County:

Must have original document - Birth Certificate or Marriage License certified with raised seal and signed by Registrar along with an acknowledgement of certification notarized in the clerk's office (may be obtained at location of birth or where Marriage License is filed).

Mail original document to Montgomery County Clerk (see address below) for Apostille from County (verifies signature of Local Registrar).

There is a \$3.00 fee per signature.

Make check payable to **Montgomery County Clerk**.

Enclose a stamped, self-addressed envelope for return of documents.

*You may call the Montgomery County Clerk's Office to inquire if they are able to forward your documents to the State Department for you.

Mail original document and County Apostille to New York State Department of State (see address below) for Apostille from State (verifies County Clerk's signature).

You must state the country where document is being sent.

There is a \$10.00 fee per signature.

Make check payable to New York State Department of State

Enclose a stamped, self-addressed envelope for return of documents.

Click on the following link form more information: [NYS Apostille or Certificate of Authentication](#)

MONTGOMERY COUNTY CLERK

Ms. Helen A. Bartone
Montgomery County Clerk
P.O. Box 1500 – 64 Broadway
Fonda, NY 12068
(518) 853-8111

NYS DEPARTMENT OF STATE

New York Department of State
Division of Corporations, State Records
and Uniform Commercial Code
99 Washington Avenue 6th floor
Albany, NY 12231
Hours 9:00 a.m -4:30 p.m.
Telephone (518) 473-1001

If your document is not issued in Montgomery County or New York State, please contact the County Clerk for procedures on obtaining an Apostille.