

NC Apostille Submission Checklist

Use this list to organize a submission you make to the North Carolina Secretary of State. The state issues apostilles and authentications.

- ☐ **Confirm destination requirements**
Ask the receiving organization what it needs and identify the country where the document will be used. An apostille and other authentication processes differ.
- ☐ **Check that North Carolina is the correct authority**
Review the state instructions for your document type. Documents from another state or a federal agency may require a different authority.
- ☐ **Prepare the required document**
Obtain the required original, official certified record, or properly notarized document. Check the state instructions before substituting a copy.
- ☐ **Include an English translation when required**
For documents in another language, follow current state requirements for a certified or notarized English translation and original signatures.
- ☐ **Complete the official cover letter**
Provide the requested contact details, destination country, document information, and return instructions. The official English/Spanish form is in our downloads list.
- ☐ **Confirm fees and payment instructions**
Check the state website for the current amount, accepted payment method, payee, and any exceptions. State authentication fees are separate from notary fees.
- ☐ **Arrange return shipping and check the delivery address**
Include the return envelope or prepaid label required by the state. Verify the correct mailing or delivery address and current processing information.

A true-copy affidavit is a sworn statement by the document holder; it is not a certified copy issued by a North Carolina notary. Confirm whether it is accepted for your document. This checklist does not arrange apostille processing through Charlotte Notary or guarantee acceptance.

References

[NC Secretary of State: current authentication instructions](#)
[NC submission requirements and return shipping](#)
[Official NC cover letters and sample forms](#)