



TOWN OF --- VAN BUREN

OFFICE OF THE TOWN CLERK

7575 Van Buren Road
Baldwinsville, NY 13027-6706
(315) 635-3010
Fax: (315) 635-8247
www.b-ville.com

TO OBTAIN AN APOSTILLE STAMP

You must first get the document you wish from the local government agency that is the legal custodian of the record (i.e. a marriage certificate from the local town hall where you applied for it)

The document must be taken or mailed to the County Clerk's Office where they will certify that whomever issued the document (the local Clerk's office) is legally authorized to issue the licenses. The fee for each document is \$3.00, make your check payable to the Onondaga County Clerk's Office. You will need to include a self addressed stamped envelope for the return of the documents. Mail them to: Onondaga County Clerk's Office, 401 Montgomery St., 2nd Floor, Syracuse, NY 13202. The phone no. is 315-435-2226

You will then need to mail them to the New York State Dept. of State. They will place the apostille stamp on the documents. The fee is \$10.00 for each document. Make your check payable to: NYS Department of State. Include a self addressed stamped envelope for the return of your documents. This will take 2-4 days. Mail them to: NYS Department of State, Miscellaneous/State Records Bureau, 41 State St., Albany, NY 12231. The phone no. is 518-474-8642