



Mark A. Lunn

County Clerk and Recorder
800 South Victoria Avenue
Ventura, CA 93009
Telephone (805) 654-2295
Website: recorder.countyofventura.org

AN APOSTILLE

There are special circumstances that may require you to present your Birth or Death Certificate in a foreign country. The destination country will require the Birth or Death Certificate to be authenticated or certified with an Apostille by the Secretary of State. If you are seeking a birth or death certificate for use in a foreign country, please obtain a certified copy from the County Clerk and Recorder's Office to avoid an extra fee for authentication.

Public Health issued Birth Certificates for use in a foreign country must first be authenticated by the Clerk and Recorder's Office before submitting to the Secretary of State.

County Clerk and Recorder's issued Birth or Death Certificates do not need to be authenticated and can be submitted directly to the Secretary of State. Click here for more information <http://www.sos.ca.gov/>

INSTRUCTIONS FOR OBTAINING AN APOSTILLE FOR USE IN A FOREIGN COUNTRY WHEN PURCHASED FROM PUBLIC HEALTH

To request an Apostille for a certified copy of a birth or death certificate purchased from the Ventura County Public Health Department, you must present the California Secretary of State with a verification of the County Health Officer's signature from the Ventura County Clerk and Recorder. The verification fee is \$7.00 for each verification and may be purchased at either of our two offices:

Main Office
Ventura County Clerk and Recorder
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-3666

Thousand Oaks Satellite Office
Thousand Oaks Civic Arts Plaza
2100 East Thousand Oaks Boulevard
Thousand Oaks, CA 91362
(805) 449-2157

Before mailing, be sure our verification of the County Health Officer is attached to your original certificate. Include a cover letter indicating which country the Apostille is being prepared for and a self-addressed stamped envelope.

The fee for the Apostille or exemplified copy is \$20.00 for mailed-in requests, which are only accepted by the Sacramento office, or \$26.00 for walk-in requests, which are accepted by the Sacramento or Los Angeles offices. Please check the Secretary of State website at <http://www.sos.ca.gov/> for the latest fee schedule.

Mail-in address is: Secretary of State, Notary Public Section, P.O. Box 942877, Sacramento, CA 94277-0001.

Walk-in-addresses are: Secretary of State, Notary Public Section, 1500 11th Street, 2nd Floor, Sacramento, CA 95814.

Secretary of State, Notary Public Section, Los Angeles Regional Office, 300 Spring Street, Room 12513, Los Angeles, CA 90013. Phone number (213) 897-3062.