Steps for Apostille Service

1. Mail your request for a notarized transcript (along with the transcript fee) directly to the following address:

   **Office of the Registrar**
   University of Dayton
   300 College Park
   Dayton, Ohio 45469-1601

2. Your written request should be signed and include the following:
   - Pre-paid envelope addressed to the Ohio Secretary of State*
     - Inside this envelope would be:
       - The applicable fee
       - Written request for them to mail the certified transcript back to you
       - Pre-paid envelope addressed to yourself

*The link to the Ohio Secretary of State’s website is:

http://www.sos.state.oh.us

On the Homepage, click on Records, and then on the Apostilles & Certifications tab. There, you can find the procedures to follow. On the Submission Information link, you can find a cover letter to use with your request.