



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/SOS/>

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.