



República de Costa Rica

Authentications

Main link:

<http://www.costarica-embassy.org/consular/visa/Authentications.htm>

Important note: There's no need to send money for "consular fees" to this consulate (it can be paid in Costa Rica with the final authentication in the "Casa Amarilla", north entrance). Also do not forget to include the original -to be authenticated and- a copy for our records. Please provide a prepaid & self addressed envelope to send your documents back to you.

Authentications

Legalizing Documents

Authentication of a document's signature by the Consul means a recognition of the public character of the person who signed, therefore confirming the veracity of his or her signature.

Documents that can be authenticated:

1. Birth certificate
2. Certificate of divorce
3. Certificate of single status
4. Criminal record
5. Death certificate
6. Emission statements
7. Employment certificate
8. Health certificate
9. Marriage certificate
10. Powers of Attorney
11. Proof of income
12. Trademark registry
13. Certificate of Free Sale

For any other document, please contact the Consulate of your jurisdiction

If you need to authenticate any other document not included in the list above, please inquire with the Consulate responsible for the jurisdiction where the document was issued in order to determine if the document can be authenticated.

Procedure

In order to obtain the authentication of your document, please follow systematically the following procedure:

1. **Identify the authority/state** by which the document was issued.
2. **Identify the Consulate with jurisdiction over the state** where the document was issued (please note that the Consulate in Washington, DC has jurisdiction over the 50 states)
3. Prior to sending the document to the appropriate Consulate, please identify the type of document: **a)** Public documents: issued by a Governmental authority; **b)** Private documents: issued by anybody else.
4. **Private documents should first be notarized/certified by a Notary Public** from the state where the document was issued. The signature of the Notary Public should be further authenticated by the Secretary of State of the state where the document was issued or in the District of Columbia, submit the documents to: 441 Fourth Street, NW – Ste. 1C090, Washington, DC 20001; Tel: (202) 727 3117. For information on authentications by state call: 1-800-688-9889 or visit the authentications website **http://travel.state.gov/about/info/customer/customer_312.html**
5. **Public documents do not need to be certified by a Notary Public, but should always be authenticated by the Secretary of State where the document was issued**, before sending them to the appropriate Consulate. Please note that the U.S. Department of State should also authenticate documents issued by federal offices and/or departments in Washington, D.C.: Authentications office: 518 23rd Street, NW; Washington, DC 20520; Tel (202) 647 5002.
6. Mail/bring the document to the appropriate Consulate for its authentication.

Please inquire with the Consulate of the jurisdiction in case you still have questions regarding the authentication process.

Fees

Please enclose payment according to the following list of documents. Payment must be done in cash, money order or cashiers check. We do not accept personal checks. All cashiers or company checks must be payable to Consulate of Costa Rica. **(Please see note above regarding this Consulate.)**

Certifications \$ 40.00
Declarations \$ 50.00
Patents \$ 80.00

Power-of-Attorney \$ 80.00
Trademarks \$ 80.00

Duration

Once the document is received at the Consulate, granted that the document complies with all requirements stated above and fees are included, it will normally be processed in 3 days (this may vary at each Consulate, please verify with Consular staff).

Documents sent by mail or courier

Normally, documents can be processed by mail. If you intend to do the procedure by mail, please enclose, along with the fees, a self-addressed and stamped envelope or a self-addressed prepaid courier envelope to return the documents to you. **Do not list this Consulate General as sender on return label.**

We will not assume responsibility for documents sent via regular mail or which include instructions to be sent back by regular mail. **We will not return any document unless there is a prepaid envelope attached to it.**

Secretaries of State under jurisdiction of the Costa Rican Consulate General in Houston, TX.:



ARKANSAS

<http://www.sosweb.state.ar.us/>

http://www.sosweb.state.ar.us/corp_ucc_authentication_docs.html

http://www.sosweb.state.ar.us/corp_ucc_authentication_docs.html

Apostille/Authentication of Documents

Business and Commercial Services facilitates the use of State Documents in Foreign Countries.

Many transactions in foreign countries involve documents prepared in the U.S or issued by state governmental agencies. Whether the transaction involves setting up an import business or adopting a baby - selling products overseas or studying abroad, foreign governments must rely on information provided on documents issued and recorded by states, cities and counties that are unfamiliar to them. To facilitate the acceptance of these documents they must be authenticated or certified in some way. The Arkansas Secretary of State provides this service. Apostille and authentication certificates can be added to documents to verify their authenticity and add to their validity as legal documents.

The Secretary of State's office is responsible for providing authentication on public documents that are to be used abroad. The purpose of authentication is to verify for foreign governments that a public official is in good standing.

These officials include Notary Publics, State, District, County Officials and Registrars of the Arkansas Health Department, Bureau of Vital Statistics.

There are two types of authentication. The receiving country determines whether an Apostille or Certification is needed. If you are uncertain which type of authentication you need, you should contact the Consulate of the receiving country or the US Department of State's Authentication Office at the Internet address below:

www.state.gov Or at the **physical address below:**

**US Department of State
Authentication Office
Columbia Plaza
(State Annex #1)
518 23rd Street NW
Washington, DC 20520
202-647-5002 or 1-800-688-9889**

Two different departments within the Arkansas Secretary of State's office prepare the most common types of Authentication. If you have a question about one of the following documents, please call the appropriate toll free number.

Elections Division: 1-800-482-1127

- Marriage Licenses
- Single-Status Certifications
- Judgments (Circuit or Chancery)
- Education documents

Corporations Divisions: 1-888-233-0325

- Certificate of Good Standing
- Articles of Incorporation
- Birth Certificates
- Notaries

The Secretary of State's office can only certify or authenticate documents which were issued in the State of Arkansas by the following public officials:

- County Officials
- State Officials
- District Officials
- Notaries

- Registrars of the Arkansas Department of Health; Bureau of Vital Statistics

In order to expedite requests, a fee of \$10 per document is required on those documents that require the Apostille to be attached. On documents that are to receive a Certification, there is a fee of \$5 per document. The turn around time on most of these requests is 24 to 48 hours. We will accept payment by check, cash, or money order. We do not accept credit cards.



COLORADO

<http://www.sos.state.co.us/>

Colorado Department of State, 1700 Broadway, Denver, CO 80290

Licensing Division and Enforcement Division
Suite 300

Voice: 303 894 2200

Fax: 303 869-4871

licensing@sos.state.co.us

Director of Licensing and Enforcement - Mike Shea, ext. 6420

Front Desk - Notary Public and Other Information, ext. 6409



KANSAS

<http://www.kssos.org/>

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka, KS 66612-1594
(785) 296-4564



LOUISIANA

<http://www.sec.state.la.us/>

<http://www.sec.state.la.us/notary-pub/notary-faq.htm>

Documents going to another country require certification by the Secretary of State. The Commissions Division certifies the signature of the acknowledging Louisiana official. The fee is \$20 per certificate and \$10 for adoption certificates issued. Documents are normally processed and returned within 24 hours. For complete information visit the Commissions Division site.

<http://www.sos.louisiana.gov/elections/commis/commis-index.htm>

Apostille and Authentication Certificates

Documents going to another country require certification by the Secretary of State. Our office certifies the signature of the acknowledging Louisiana official, such as Notaries Public, Clerks of Court, Deputy Clerks of Court, Deputy Sheriffs, Judges, Justices of the Peace, and the Registrar of Vital Records. We also certify transcripts signed by the state accredited school registrar, and diplomas signed by the school president.

See the list of the foreign countries that require Apostille certificates. For all other countries, an Authentication certificate is used.

Send documents to:

**Louisiana Secretary of State
Commissions Division
P. O. Box 94125
Baton Rouge, LA 70804-9125
Telephone: (225) 922-0330**

Documents are normally processed and returned within 1-2 days.

Requests should include a daytime telephone number and the name of country documents are going to.

Do not list Secretary of State as sender on return label

The fee is \$20.00 per certificate issued. (Exception: Adoptions are \$10.00 per certificate.)

The document, with an original signature, must be sent to our office. We accept a certified true copy

certified by a notary public, clerk of court, deputy clerk of court, or the State Registrar of Vital Records.

For **overnight delivery**, always use our physical address for use with FedEx, UPS, DHL, or Airborne Express:

**Louisiana Secretary of State
Commissions Division
8549 United Plaza Boulevard
Baton Rouge, LA 70809**

We do not pay for a courier service. A pre-paid mailing envelope or a completed airbill with the customer's account number must be provided for us to have the certified documents returned by courier

Walk-in customers may call (225) 922-0414 for more information.



MISSISSIPPI

http://www.sos.state.ms.us/sos_newhomepage/default.asp

<http://www.sos.state.ms.us/busserv/notaries/notaries.asp>

This section is responsible for processing statewide notary public applications and issuing Apostiles under the Hague Convention. It is part of the Business Services Division. The notary section carries out this function under the authority granted to it by Mississippi Code Annotated, section 25-33-1 et seq. (1972), as amended.

<http://www.sos.state.ms.us/howtocontact.asp#Notaries%20Public>

**Notaries Public
700 North Street
Jackson, MS 39202 P.O. Box 136
Jackson, MS 39205 1-800-256-3494
601-359-1633 601-359-1499**



NEBRASKA

<http://www.nol.org/home/SOS/>
http://www.sos.state.ne.us/business/notary/auth_apostille_info_menu.html

Notary Division
Room 1301
State Capitol
Lincoln, NE 68509
(402)471-2558; Fax: (402)471-4429

Send your apostille or authentication request to:

Nebraska Secretary of State
Notary Division
PO Box 95104
Lincoln, NE 68509

or

Nebraska Secretary of State
Notary Division
State Capitol Bldg., Rm. 1301
1445 K Street
Lincoln, NE 68508



NEW MEXICO

<http://www.sos.state.nm.us/>
<http://www.sos.state.nm.us/notary-cert.htm>

325 Don Gaspar - Suite 300, Santa Fe, New Mexico 87503

Please call our office at 1-800-477-3632 if you have further questions regarding authentications



OKLAHOMA

<http://www.sos.state.ok.us/>

Mailing Address:

Secretary of State, P.O. Box 53390,
Oklahoma City, OK 73152-3390

Physical Address:

Secretary of State, 220 Will Rogers Building,
2401 N. Lincoln Boulevard.
Oklahoma City, OK 73105

Certification/Apostille

(405) 521-3912



TEXAS

<http://www.sos.state.tx.us/>
<http://www.sos.state.tx.us/authinfo.shtml>

Austin, phone: 512-463-5705

Overnight Mail	Regular Mail
Corporations Section:	Corporations Section:
(512) 463-5578	
Secretary of State	Secretary of State
Corporations Section	Corporations Section
1019 Brazos, B-13	P.O. Box 13697
Austin, TX 78701	Austin, TX 78711-3697
Notary Public Unit:	Notary Public Unit:
(512) 463-5705	
Secretary of State	Secretary of State
Notary Public Unit	Notary Public Unit
1019 Brazos, B-13	P.O. Box 13375
Austin, TX 78701	Austin, TX 78711-3375
Statutory Documents Section:	Statutory Documents Section:
(512) 463-5705	
Secretary of State	Secretary of State
Statutory Documents Section	Statutory Documents Section
1019 Brazos, B-13	P.O. Box 12887
Austin, TX 78701	Austin, TX 78711-2887

Further information:

NATIONAL ASSOCIATION OF SECRETARIES OF STATE

<http://www.nass.org/>

*** Please double check all the links provided in this manual.**



Sergio Alonso VALVERDE ALPIZAR
Republic of Costa Rica Consul General in Houston



Consulate General of the Republic of Costa Rica

3000 Wilcrest Drive, Suite N° 112, Houston, Texas, 77042-3365 U.S.A.

<http://www.costarica-embassy.org>

email: consulatecr@sbcglobal.net

Ph. (713) 266-0484

Fx. (713) 266-1527

www.visitcostarica.com

www.anit.es/sava/alejo.htm