

The **notary public** must **identify the Principal or the Registrar** of the school who **signed and/or issued** the document. Then the document must be **apostilled** by the **Secretary of State** where the document was issued.

The Secretaries of State for this consular jurisdiction are:

STATES	REQUEST APOSTILLE
MASSACHUSETTS	Secretary of State of Massachusetts Public Records Division McCormack Building One Ashburton Place BOSTON, MA 02108 Telephone: 617-727-2836
MAINE	Secretary of State of Maine Bureau of Corporations - State Station #101 AUGUSTA, MAINE 04333-0101 Telephone: 207-624-7752
NEW HAMPSHIRE	Secretary of State of New Hampshire State House, Room 204 CONCORD, N.H. 03301 Telephone: 603-271-3242
RHODE ISLAND	Secretary of State of Rhode Island Corporations Division 148 West River Street PROVIDENCE, R.I. 02904 Telephone: 401-222-1487 – 222-3040
VERMONT	Secretary of State of Vermont 26 terrace Street MONTPELLIER, Vermont, 05609-1103 Telephone: 802-828-2308

- All documents provided (diplomas, transcripts, letters, etc.), must be translated into Italian. The student may prepare the translations which will then be authenticated by the Consular Office. It is the responsibility of the student to submit **translations** that are **complete, accurate, and clearly typed**. To download the list of translators, click here

(http://www.consbooston.esteri.it/consolato_boston/en/i_servizi/traduttori-studi-legali-e-medici.html)

- **DO NOT detach** the original documents from the Apostille for any reason. Removing the staple from the Apostille will make the document null and void.
- Please be advised that a **fee** is due for documents that are not for academic purposes.
- Declarations of value are usually **issued in about a month** starting from the date when your complete and accurate documentation is received by this Consulate General .
- Please submit all the required documentation with **ample time** to ensure the declaration will be ready when needed.