

# APOSTILLE

## INSTRUCTIONS FOR OBTAINING AN APOSTILLED TRANSCRIPT

1. One domestic Federal Express shipping envelope will be sent to:

Texas Secretary of State  
1019 Brazos Street  
Austin, TX 78701

The envelope will contain five sheets of paper.

**Currently the cost is \$26.00, including transportation charge, courier pick up, and fuel surcharge.**

2. Call Federal Express at 1-800-247-4747 and request the rate cost of sending one international shipping envelope from the address in **Austin** to your **school destination**. The envelope will contain 5 sheets of paper.
3. Total the cost of shipping both envelopes and prepare payment for the Registrar. **Cash is accepted or checks made payable to TWHS.**
4. Purchase a \$15 money order made payable to: **Texas Secretary of State**, this is to cover the cost of the Apostille. You may get this at a bank or at a grocery store.
5. Bring to the registrar (at TWHS) the shipping cost for both envelopes, the \$15 money order, and the address of the school to which you want the transcript sent. (TWHS will supply two Federal Express envelopes and the domestic Airbill and the International Waybill) Be sure to include a contact name and phone number at the school.

It may take up to three weeks for the transcript to reach its destination school.