



## Ecuador Visa Process – Apostille of Local Background Check

### Apostille Process

#### State Background Apostille

An Apostille is a document issued only by the Massachusetts Secretary of the Commonwealth that verifies the authenticity of the signature on the document; the capacity in which the person signing the document acted; and the identity of any stamp or seal affixed to the document. The Apostille is a specific form of authentication for countries that participate in the Hague Convention of 1961. The word “Apostille” is used to identify the certification placed on documents for recognition by an international body.

The Secretary of the Commonwealth’s office is the only office in Massachusetts that is authorized to issue an Apostille or Certification for a notarized document going to a foreign country. Apostille requests may be submitted in person at any of the three offices of the Secretary of the Commonwealth; a maximum of three documents will be done per customer at the counter while you wait. The addresses are as follows:

Secretary of the Commonwealth One Ashburton Place, Rm. 1719 Boston, MA 02108 617-727-2836 <a href="#">website</a>	Secretary of the Commonwealth 436 Dwight Street, Rm. 102 Springfield, MA 01103 413-784-1376 <a href="#">website</a>	Secretary of the Commonwealth 218 South Main Street, Ste. 206 Fall River, MA 02721 508-646-1374 <a href="#">website</a>
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Apostille requests can also be processed via mail. Mailed requests are processed within two to three weeks. If mailing, please be sure to include the following information:

- The country of destination for the documents
- A check made payable to the Commonwealth of Massachusetts
- A prepaid return envelope to have the documents returned to you.

If you wish to have your documents returned via FedEx, DHL, or any other express mail service, please enclose a prepaid return envelope with a billing account number. *Please be advised that Secretary of the Commonwealth does not accept credit cards as a form of pre-payment for express mail services.*

More information is available by viewing the Information on Apostilles and Certificates of Appointment Brochure [here](#).

#### *Fees*

The fee for an Apostille is \$6.00 per document. Cash is accepted when applying in-person; checks or money orders are also accepted and should be made payable to the Commonwealth of Massachusetts for the correct amount.

#### *Non-BU/Non-Massachusetts Residents*

Please follow the instructions outlined [here](#) for the Apostille process/requirements in your state.