

e-App Symposium

Kentucky e-Apostille Program

Presented by the Kentucky Secretary of State

Office of Business Services

August 15, 2024



Michael G. Adams

The Project

In-House Development and Maintenance

- e-Registry has been available on our website since 2015.
- Our plan to develop and implement e-Apostille, update the e-registry, and adopt a single certificate began in Jan 2023, beginning with extensive research.
- Office of Business Services team worked together with our in-house Information Technology team to design the program within our own integrated desktop environment.
- Consulted with outside entities for best practices during different phases of development including the Hague Permanent Bureau, the US Department of State, the United Kingdom Competent Authority, Montana SoS, and various Digital Certificate Authorities.
- Fully implemented e-Apostille program in May 2024.
- Any system errors or oddities are addressed and resolved quickly by in-house IT development team.



The Process

Overview

- The requestor must first upload a properly-executed document in PDF format through our website. An email is generated confirming submission.
- The PDF is then manually reviewed by staff for signature comparison and, if accepted for certification, an e-Apostille is applied and the PDF is returned to the requestor and any designated recipients by email.
 - The allonge is merged into the underlying PDF as the first page, any pre-existing digital certificates are removed to avoid possible confusion, and then the file is locked.
 - The PDF is electronically signed with our official AATL (Adobe Approved Trust List)-recognized root digital certificate from SSL.com.
 - The PDF will identify the SOS electronic signature and display “signed and all signatures valid” at the top in any PDF reader upon opening and visual inspection.
 - The statutory fee of \$5 is paid electronically (our cost per transaction is still below \$5).
- If the document is not acceptable for apostillization, the requestor will receive an email notification outlining the deficiency.
- In most cases, e-Apostille requests are processed the same day they are received.



Digital Certificates

- Often legally-required by state law statutes and regulations—especially for apostillizing online notarial acts with respect to electronic records.
- Not strictly required by Apostille Convention but receiving competent authorities may expect to see them.
- Can be confusing to examine, inconsistent in their display, expensive and, therefore, a possible barrier to implementing e-Apostille. Three types:
 - **“self-signed” digital certificates** (not authenticated with ID but can be easily confused)
 - **3rd party web-based digital certificates** (authenticated with ID but still confusing and inconsistent)
 - **hardware-based AATL-recognized root certificate** (authenticated with ID but not always reliable, somewhat useful as an authentication but at what cost?)
- With an e-Register incorporating a MD5 file comparison on a .gov URL, is a digital certificate necessary for competent authorities?



Submit Request for Apostille

Name of Requestor:

Email Address of Requestor:

Confirm Email Address:

Phone Number of Requestor:

To add other recipients, enter email address below then click "Add Email".

You must upload the document that is to be apostillized. The document must be certified by a Kentucky County Clerk or Deputy County Clerk, or electronically notarized by an authorized Kentucky Notary Public. Indicate below which type of document is being submitted.

- ☐ The attached document is county clerk certified.
- ☒ The attached document is electronically notarized.

To upload the document to be apostillized, click Browse to choose the file, then click the Upload button. Only PDF formats are allowed. Only one document may be submitted with each request.

2 B-RON Test.pdf has been uploaded.

Before continuing with your request, preview the file you have uploaded:

If you have uploaded the wrong file, click "Browse/Choose Files" and choose the correct file, then click "Upload". Once you have uploaded the correct file, continue with your request.

This document is being certified for the use in the **country** of:

(if multiple countries are requested, a separate request must be made for each country.)





Online Registration to Perform Notarial Acts With Respect to Electronic Documents:

ALL INFORMATION IS REQUIRED

- 1) Full name as it appears on your commission certificate:

Jacqueline E. Isaacs

- 2) Date of birth: 07/23/1997 Current expiration date: 07/24/2024

- 3) Notary ID# (if appointed prior to 1/1/2020) or Commission ID#: KYNP111197

- 4) Address (must be physical street address, city, state and zip code):

640 South Fourth Street, Louisville, KY, 40202

- 5) Email address: jisaacs@bisig.com

- 6) County of Commission: Jefferson

- 7) You must use a technology platform to render an electronic document tamper evident, to obtain a digital certificate and to maintain records, including A/V recordings. Select line A or B below and indicate which technology provider you are using from the list of registered providers:

A. ☒ I am registering for Electronic In Person Only; my provider is:

☐ DocuSign eSignature; ☐ EscrowTab; ☒ RushTranslate

B. ☐ I am registering for Remote Online +Electronic In Person; my provider is:

☐ DocVerify, Inc.; ☐ NotaryCam, Inc.; ☐ PerfectDocs, Nationwide Title Clearing, Inc.;

☐ Notarize Inc.; ☐ Guardian Consumer Services, dba PAVASO, Inc.; ☐ eNotaryLog, LLC;

☐ Amrock /Nexsys Technologies/Clear Sign; ☐ Digital Delivery, Inc.; ☐ SIGNIX, Inc.;

☐ LiveNotary, LLC; ☐ E-Notary Seal, LLC; ☐ DocuSign Notary; ☐ Stavvy, Inc.;

☐ Notary@EpicRiver; ☐ Secured Signing; ☐ Cyberize It; ☐ Blend Labs Inc; ☐ Simplifile;

☐ Blue Notary LLC; ☐ Qualia Labs Inc.; ☐ Online Notary Center; ☐ DocMagic, Inc.

- 8) If selecting multiple providers, you **must confirm** that the same digital certificate will be used across all platforms. Otherwise, you must submit a separate registration form, fee and digital certificate



Your request for Apostille has been submitted

Please allow 3 business days for a response. If the request is approved, you will receive an email with the apostillized document and receipt for payment attached. If the request is rejected, you will receive an email informing you of the reason for rejection and the fee will be canceled.

Notification of receipt of your submission has been sent to the following:

johnna.ballinger@ky.gov

Request ID: 136251

Requestors Name: Johnna Ballinger

Request Date: Monday, August 12, 2024

Apostille Fee: \$5

[Click here to Submit another Apostille Request](#) [SOS Home Page](#)

[Contact](#) [Site Map](#)

[Privacy](#) [Security](#) [Disclaimer](#) [Accessibility](#)

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[Kentucky Unbridled Spirit](#)



Important Information Regarding Your Apostille Request



sosapostilles@ky.gov

To Ballinger, Johnna (SOS)

If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

Reply Reply All Forward

Mon 8/12/2024 11:45 AM

This Message Originated from Outside the Organization

This Message Is From an External Sender.

[Report Suspicious](#)

Your request for Apostille has been submitted. Please allow 3 business days for a response. If the request is approved, you will receive an email with the apostillized document and receipt for payment attached. If the request is rejected, you will receive an email informing you of the reason for rejection and the fee will be canceled.

Request ID: 136251

Requestors Name: Johnna Ballinger

Request Date: Monday, August 12, 2024

Apostille Fee: \$5

Thank You.



Issuance of e-Apostille

136188	8/7/2024 9:24 AM	PAT	STIDHAM	KENTUCKY RIVER PROPERTIES LLC	acummins		
136189	8/7/2024 9:31 AM	PAT	STIDHAM	KENTUCKY RIVER PROPERTIES LLC	acummins		
136195	8/7/2024 11:21 AM	PAT	STIDHAM	KENTUCKY RIVER PROPERTIES LLC	acummins		
136196	8/7/2024 11:22 AM	PAT	STIDHAM	KENTUCKY RIVER PROPERTIES LLC	acummins		
136251	8/12/2024 11:37 AM	Johnna	Ballinger	ApostOnline	ApostOnline	For use in France	<File
136252	8/12/2024 11:54 AM	William	Becknell		bbennett		

Services - Request Number 136251

Save

Process Payment

Print Bill

View Orders

Status History

Edit Customer

Search/Change Customers

Requested information for the following companies:

Add Company

Remove Company

Customer Information

Company: ApostOnline

First/M/Last Name: Johnna Ballinger

Address(1):

City/State/Zip(1):

Phone: 5026000257

Email/Fax: johnna.ballinger@ky.gov

Assigned To:

Envelope

Label

☐ Complete
☐ No Fee
☐ Returned
☐ Void
☐ Official
Total Cost: \$0
Paid:
Set New Status:

Company Information

Non-Corporate Documents

Scanned Documents

Accounting

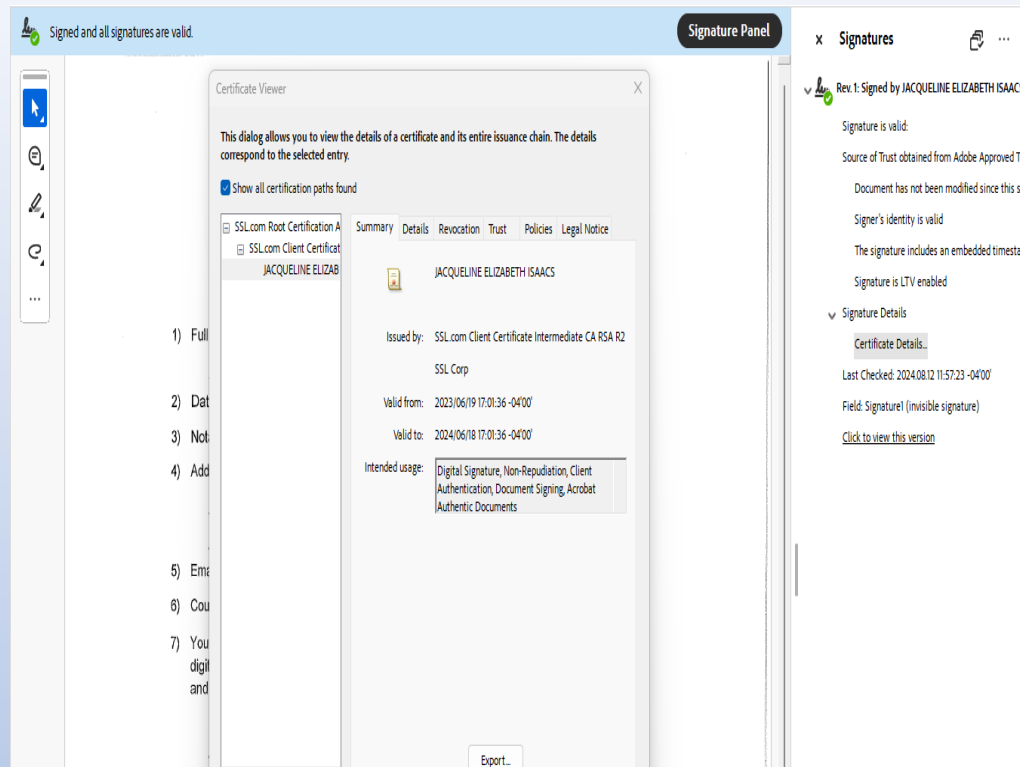
Return Letters

Notes/Customer Info./Assignments

Documents Printed

	Document	Destination	County	Type	Cost	Qty.	Total	Print	Complete	Date Complete	Completed By	Notes (Us
1	Vital Statistics Auth/Apost				\$5.00	0			<input type="checkbox"/>			
2	Vital Statistics Auth/Apost				\$5.00	0			<input type="checkbox"/>			
3	County Clerk Auth/Apost				\$5.00	0			<input type="checkbox"/>			
4	County Clerk Auth/Apost				\$5.00	0			<input type="checkbox"/>			



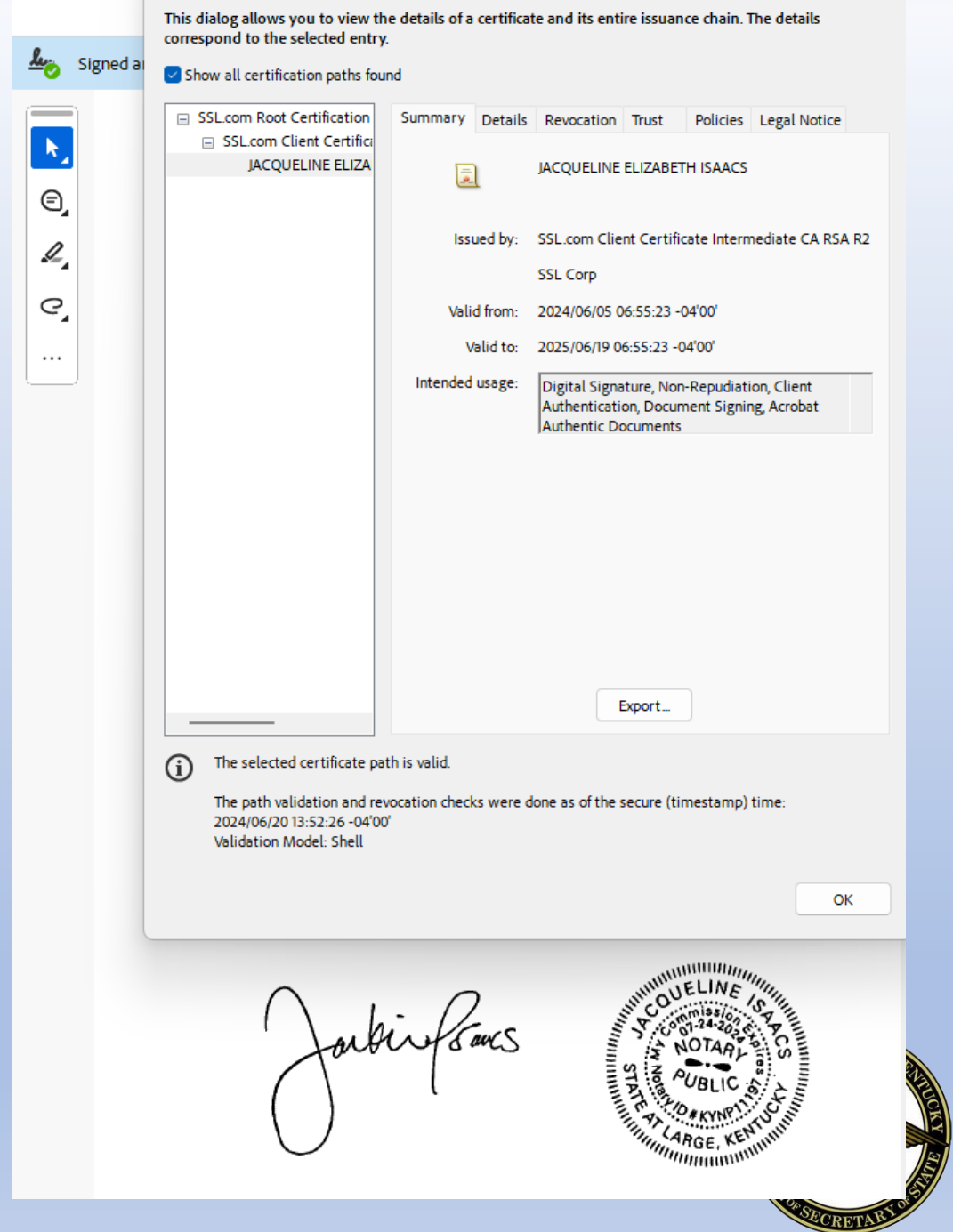


all platforms. Otherwise, you must submit a separate registration form, fee and digital certificate for each technology provider: _____

- 9) Sign this form in the space below using your digital certificate including your electronic signature and digital stamp, if a stamp is to be used.

For information on obtaining and using a digital certificate, contact your technology provider

Jackie Isaacs



The selected certificate path is valid.

The path validation and revocation checks were done as of the secure (timestamp) time:
2024/06/20 13:52:26 -04'00'
Validation Model: Shell

OK

Jackie Isaacs



In-House Apostille Wizard

Long Form Editor

Apostille/Authentication Certificate Wizard

Please select the type and destination of the document being certified. Then click Next to continue.

Type:

- ☐ County Clerk
- ☐ Vital Statistics
- ☐ Corporate
- ☐ UCC
- ☐ Other Internal Document
- ☐ Transportation Document
- ☐ Circuit Court Clerk
- ☒ Notary Public

Destination: France

If the desired destination is not available, type it below (in proper case) and select whether the location requires an Apostille or an Authentication. Then click 'Add Destination' to add it to the list.

Destination:

Type:

Note: You may also edit locations by selecting the 'Tools' menu and then 'Options/Setup.'

Step 1 of 3

Long Form Editor

Apostille/Authentication Certificate Wizard

Please select the County from which the document was sent. Then select the name of the person whose signature is being verified. Then click Next to continue.

Document Type: Notary Public

Certificate Type: Apostille

Destination: France

Signed By: Jacqueline Isaacs

Select Quantity: 1

Signature on file for selected individual:

☒ Print Signature on Certificate

Step 2 of 3



Services - Request Number 136251

Print Receipt

View Orders

Status History

Edit Customer

Requested information for the following companies:

Customer Information

Company: ApostOnline

First/M/Last Name: Johnna Ballinger

Address(1):

City/State/Zip(1):

Phone: 5026000257

Email/Fax: johnna.ballinger@ky.gov

Assigned To:

Envelope

Label

☒ Complete
☐ No Fee
☐ Returned
☐ Void
☐ Official
Total Cost: \$5.00
Paid: \$5.00
Set New Status:

Company Information

Non-Corporate Documents

Scanned Documents

Accounting

Return Letters

Notes/Customer Info./Assignments

Documents Printed

	Document	Destination	County	Type	Cost	Qty.	Total	Print	Complete	Date Complete	Completed By	Notes (Us
1	Vital Statistics Auth/Apost				\$5.00	1	\$5.00		<input type="checkbox"/>			
2	Vital Statistics Auth/Apost				\$5.00	0			<input type="checkbox"/>			
3	County Clerk Auth/Apost				\$5.00	0			<input type="checkbox"/>			
4	County Clerk Auth/Apost				\$5.00	0			<input type="checkbox"/>			
5	Monthly Corp Report*				\$50.00	0			<input type="checkbox"/>			



Send

From

SOSApostilles@ky.gov

To

✓ Ballinger, Johnna (SOS);

Cc

Subject

F Your Request for Apostille is Complete

 2 B-RON Test Apostille Apostille.pdf
6 MB

 Receipt.pdf
69 KB

 Get real-time feedback on this PDF [Always](#) [Once](#)

****CAUTION**** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.

This Message Originated from Outside the Organization
This Message Is From an External Sender.

Report Suspicious

Your request for Apostille has been approved and the fee has been processed. Please see the attachments containing your apostillized document and receipt for payment. Request ID: 136251

Sincerely,

Office of Business Services
Kentucky Secretary of State - Michael G. Adams
700 Capital Avenue, Suite 152
Frankfort, KY 40601





Michael G. Adams
SECRETARY OF STATE

APOSTILLE

(Convention de La Haye du 5 octobre 1961)

1. Country United States of America
- This public document
2. has been signed by Jacqueline Isaacs
3. acting in the capacity of Notary Public, Commonwealth of Kentucky
4. bears the seal/stamp of Jacqueline Isaacs, Notary Public, Commonwealth of Kentucky

CERTIFIED

5. at Frankfort, Kentucky
6. on 8/12/2024
7. by Secretary of State, Commonwealth of Kentucky
8. No. 136251.198145.89587.16396103
9. Seal/Stamp
10. Signature



Michael G. Adams

Michael G. Adams
Secretary of State
Commonwealth of Kentucky

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where applicable, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was used. This Apostille is not valid for use anywhere within the United States of America, its territories, or possessions. To verify the issuance of this Apostille, see web.sos.ky.gov/apostille/verification.aspx. This certificate does not constitute an Apostille under the Hague Convention of 5 October 1961 when it is presented in a country that is not a party to the Convention. In such cases, further authentication may be required, including by the U.S. Department of State's Office of Authentications and the embassy of the country in which the document is to be presented.
This e-Apostille is a PDF file that has been digitally signed by the Office of the Kentucky Secretary of State. This e-Apostille cannot be validated once printed.

Signed and all signatures are valid.

Signature Panel

COMMONWEALTH OF KENTUCKY

SECRETARY OF STATE

Certificate Viewer

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

☒ Show all certification paths found

SSL.com Root Certification Authority

SSL.com Client Certificate

Kentucky Secretary of State

Summary

Details

Revocation

Trust

Policies

Legal Notice

Kentucky Secretary of State

Computer Operations

Issued by: SSL.com Client Certificate Intermediate CA RSA R2

SSL Corp

Valid from: 2024/01/10 13:15:24 -04'00'

Valid to: 2025/01/09 13:15:24 -04'00'

Intended usage: Digital Signature, Non-Repudiation, Client Authentication, Document Signing, Acrobat Authentic Documents

Export...

The selected certificate path is valid.

The path validation and revocation checks were done as of the secure (timestamp) time: 2024/08/12 12:02:46 -04'00'

Validation Model: Shell

OK

Signatures

Rev. 1: Signed by Kentucky Secretary of State

Signature is valid:

Source of Trust obtained from Adobe Approved Trust List

Document has not been modified since this signature was created

The signature includes an embedded timestamp

Signature is LTV enabled

Signature Details

Reason: Apostille

Location: Kentucky

Certificate Details...

Last Checked: 2024.08.12 12:22:11 -04'00'

Field: Signature1 (invisible signature)

[Click to view this version](#)

COMMONWEALTH OF KENTUCKY

SECRETARY OF STATE

SECRETARY OF STATE

COMMONWEALTH OF KENTUCKY

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document which the public document bears. This Apostille does not certify the content of the document for which it was issued. To verify the issuance of this Apostille, see [web.sos.ky.gov](#). This certificate does not constitute an Apostille under the Hague Convention of 5 October 1961 when it is presented for further authentication may be required, including by the U.S. Department of State's Office of Authentications and Consular Affairs.

This e-Apostille is a PDF file that has been digitally signed by the Office of the Kentucky Secretary of State.

Outside the Box Language

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where applicable, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was used. This Apostille is not valid for use anywhere within the United States of America, its territories, or possessions. To verify the issuance of this Apostille, see web.sos.ky.gov/apostille/verification.aspx.

This certificate does not constitute an Apostille under the Hague Convention of 5 October 1961 when it is presented in a country that is not a party to the Convention. In such cases, further authentication may be required, including by the U.S. Department of State's Office of Authentications and the embassy of the country in which the document is to be presented.

This e-Apostille is a PDF file that has been digitally signed by the Office of the Kentucky Secretary of State. This e-Apostille cannot be validated once printed.



e-Registry

Additional Security Measure for Verification of an e-Apostille

- Apostilles and authentications issued by our office may be verified on our website by clicking on the hyperlink in the language below the box.
- e-apostilles may be further validated simply by dragging and dropping the PDF attachment directly from the email to the file upload prompt.
- An MD5 algorithm performs a hash comparison of the uploaded file to the document that was apostillized.
- The validation tool will indicate if the document has been tampered with in any way since being apostillized.





Kentucky Secretary of State

Michael G. Adams

Apostille Verification

Use this application to verify that an apostille or authentication from the Kentucky Secretary of state is genuine. To use the application enter the first twelve numbers from the apostille number (on line 8 of the Apostille) in the text boxes below and click Validate. The image below shows which set of numbers to use.

8. No. 115391.171825.74778.185039

If the numbers are correct, a list of Apostilles is returned. If your full Apostille number appears in the list, it was generated by the Kentucky Secretary of State.

Enter the Apostille ID from **section 8**
of the Apostille (see above).

136241

. 198141

Validate

The following results were found

Apostille ID	Cert Date	Signed By	Acting in the capacity of
136241.198141.89583.16396097	8/9/2024	Tammi S. Woods	Deputy County Clerk Jefferson County Commonwealth of Kentucky

This e-Apostille number was generated by the Kentucky Secretary of State. To validate the authenticity of the document, click the button below.

Validate e-Apostille



Kentucky Secretary of State Michael G. Adams

e-Apostille Validation

This e-Apostille number was generated by the Kentucky Secretary of State. To validate the authenticity of the document number: 136241.198141.89583.16396097, upload the .pdf then click the Validate button.

Browse...

No file selected.

Validate

The uploaded document Apostile Test MT.pdf matches the original e-Apostille.

Go back

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[Privacy](#) [Security](#) [Disclaimer](#) [Accessibility](#)





Kentucky Secretary of State Michael G. Adams

e-Apostille Validation

This e-Apostille number was generated by the Kentucky Secretary of State. To validate the authenticity of the document number: 136241.198141.89583.16396097, upload the .pdf then click the Validate button.

Browse...

No file selected.

Validate

The uploaded document Apostile Test MT.pdf does not match the original e-Apostille.

Go back



Future of e-Apostilles and Electronic Records

- Issuance and possession of an electronic record that can be saved to a hard drive or the cloud is more efficient (as long as internet connection is available), reliable, secure, and portable than a paper apostille that can be lost or damaged.
 - Can facilitate carrying out not only personal matters such as adoption, marriage, or death abroad, but also international business transactions and translation transcripts.
- State agencies may consider issuing electronic certified copies and state officials should consider maintaining their electronic signatures on file with the Secretary of State to facilitate the issuance of e-apostilles for state-issued documents and certificates of vital records.



Thank You!

Please feel free to contact us directly with additional questions, concerns, or suggestions.

Johnna Ballinger - Administrative Section Supervisor

johnna.ballinger@ky.gov or sosapostilles@ky.gov

(502) 782-7442

Michael Wilson - Executive Director of Business Services

Deputy General Counsel

michael.wilson@ky.gov

(502) 782-7422

