

Kentucky e-Apostille Program

Presented by the Kentucky Secretary of State

Office of Business Services at the

13th International Forum on the

electronic Apostille Programme (e-APP)

October 21, 2024



Michael G. Adams

The Project

In-House Development and Maintenance

- e-Register available on Kentucky SOS website since 2015.
- Plan to develop and implement e-Apostille, update the e-Register, and adopt a single certificate began in January 2023.
- In-house IT development team designed our program within our own integrated desktop environment (IDE).
- Consulted the Hague Permanent Bureau, the US Department of State, the United Kingdom Competent Authority, Montana SoS, and various Digital Certificate Authorities for best practices.
- Fully implemented e-Apostille program in May 2024.
- Any system errors or oddities are addressed and resolved quickly by in-house IT development team.



Development Software

- Microsoft Visual Studio Enterprise 2022
- Microsoft SQL Server Management Studio
- Tyler Technologies (TPE) payment processor
- Component One
- iTextSharp
- PdfSharp
- SSL Digital Certificate
- Adobe
- Trend Micro Endpoint security
- Amazon Web Services Perimeter firewalls



The Process

Workflow

- e-Apostille request with PDF uploaded through our website.
- Confirmation email is generated upon submission.
- Request appears in queue to staff with other records requests.
- PDF is manually-reviewed by staff in IDE for signature comparison
- If accepted for certification, e-Apostille is generated programmatically.
 - The allonge is merged into the underlying PDF as the first page, any pre-existing digital certificates are removed to avoid possible confusion, and 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.



Security Protocols

- Enterprise level perimeter firewalls to protect outside attacks on data storage already included in cloud service.
- Malware detection for uploaded .pdfs both in the intake and in the verification tool cheap and readily-available.
- MD5 algorithm is a free .NET code software library from Microsoft Visual Studio for file verification under System.Security.Cryptography which is built into System.Web.UI.Page.
- Digital certificates – questionable value proposition (authentic DCs from notaries may not appear in the visual presentation or worse, may actually raise suspicion).
- Secure AD group policy, Trend Micro Endpoint security, COT / AWS perimeter firewalls, and network policies that follow industry standards and best practices.



E-Apostille Request Web Page Screen

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 apostilled. 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 apostilled, 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.)



E-Apostille Request Submission

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](#)

© Commonwealth of Kentucky
All rights reserved.

[Kentucky Unbridled Spirit](#)



Confirmation Email

Important Information Regarding Your Apostille Request



sosapostilles@ky.gov

To Ballinger, Johnna (SOS)

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Mon 8/12/2024 11:45 AM

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

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

E-Apostille Request Appears in Staff's Record Request Queue

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: [Dropdown] Envelope Label

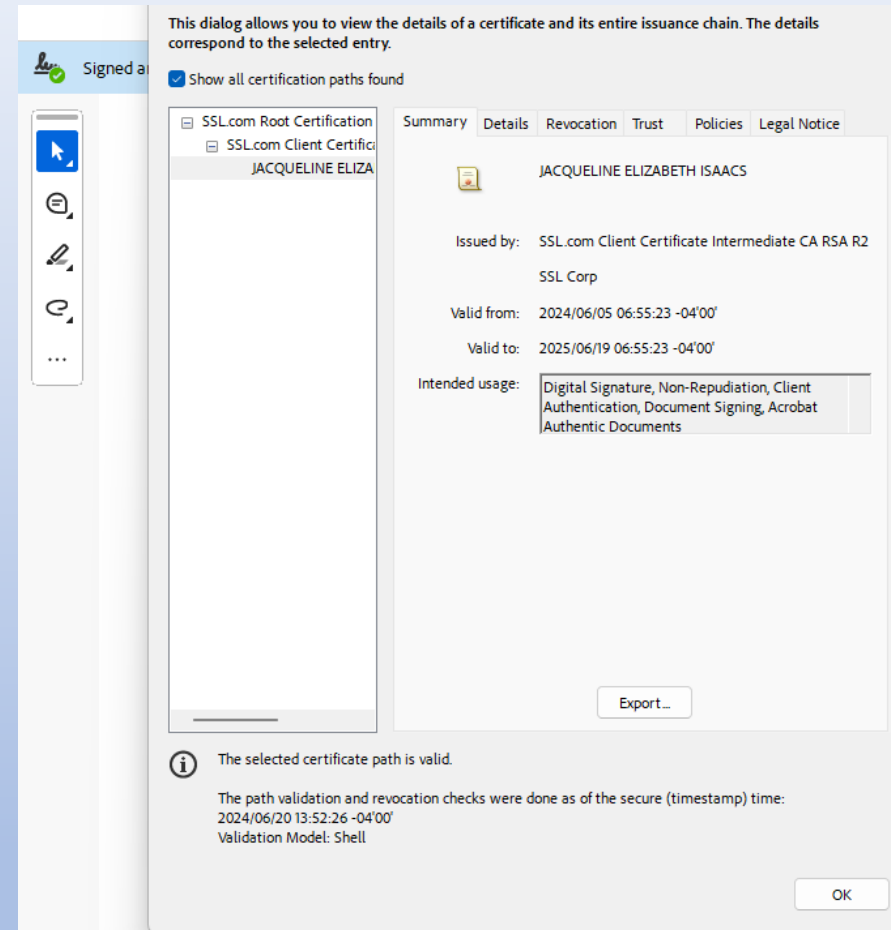
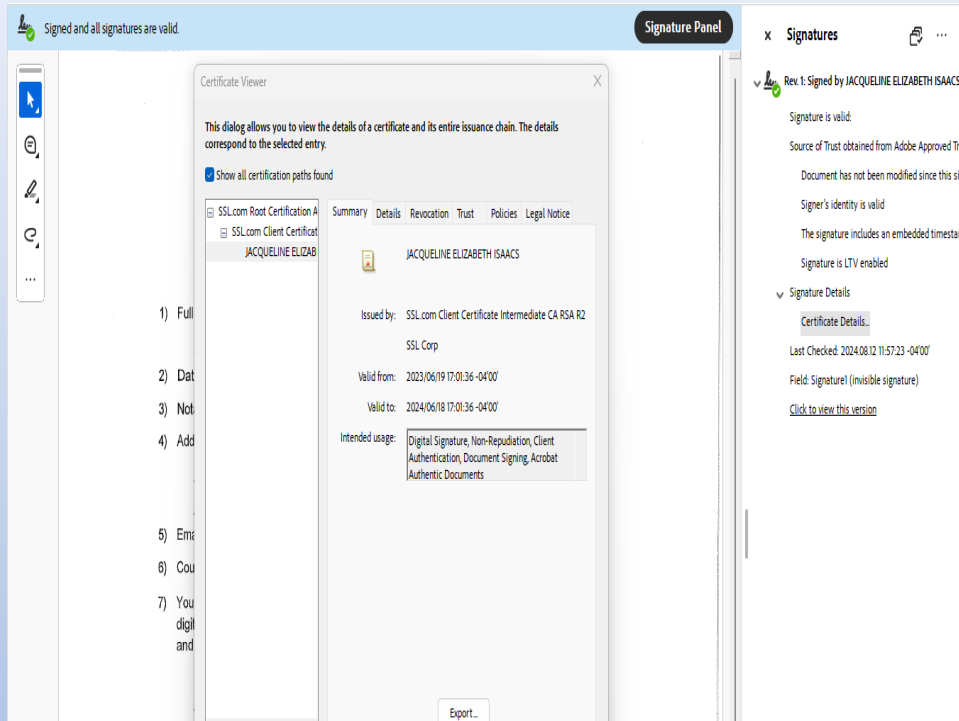
Complete No Fee Returned Void Official Total Cost: \$0 Paid: Set New Status:

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"/>			



Signature Comparison by Office Staff



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

Jacqueline Isaacs



Jacqueline Isaacs



In-House IDE 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:

Select Quantity:

Signature on file for selected individual:

Print Signature on Certificate

Step 2 of 3



Approving E-Apostille Request

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"/>			



E-mail Delivery of e-Apostille and Receipt

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



Allonge Appears Identical to Paper Apostille

Signed and all signatures are valid. Signature Panel

COMMONWEALTH OF KENTUCKY

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.



Signature Panel Reveals Digital Certificate Details

The screenshot displays a digital signature verification interface. At the top, a status bar indicates "Signed and all signatures are valid." Below this, a "Signature Panel" window is open, showing a document with the "COMMONWEALTH OF KENTUCKY" header. A "Certificate Viewer" dialog box is overlaid on the document, providing details for the selected certificate. The dialog includes a tree view of the certification path, a summary of the certificate, and a validation status message.

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...

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 made
- Signer's identity is valid
- 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](#)

Validation Status:

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

Document Content:

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 put stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued. This certificate does not constitute an Apostille under the Hague Convention of 5 October 1961 when it is presented further authentication may be required, including by the U.S. Department of State's Office of Authentications and presented.

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 and Unique e-Apostille Disclaimer

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-Register

Verification of an e-Apostille PDF on Kentucky SOS website

- 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

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

[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



Our Experience So Far

- 173 e-Apostilles (mostly translation transcripts); 0 Rejections.
- Nominal costs of software, digital certificates, and development time.
- “Locked-down” PDF e-Apostille with e-Register file comparison is infinitely more secure and “tamper evident” than a staple or grommet in a paper apostille.
- No delay or costs from printing, no toner, no certificate paper, no special gold seal stickers, no postage costs.
- Paper apostille may be more expensive and time-consuming, can be lost, damaged, or forged with page substitutions after issued (i.e., an e-Register will validate if allonge and official signature match).
- Encouraging our sister agencies to issue electronic versions of records and maintain their electronic signatures on file to expand the issuance of e-apostilles for birth, death, marriage, and divorce certificates (security paper with “void” watermark is a common problem).



Thank You!

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

Michael Wilson – Executive Director of Business Services
Deputy General Counsel

michael.wilson@ky.gov

(502) 782-7422

Johnna Ballinger - Administrative Section Supervisor

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

(502) 782-7442

