

EMC NOTARY • FLORIDA COMMISSION HH619187

Apostille & Declaration of Domicile Packet — Official Forms, Batch Process, What EMC Handles

Prepared for: International students establishing Florida residency (F-1/visa-adjacent documentation), families relocating from abroad, and document batches requiring apostille for use outside the U.S.

Apostille & Declaration of Domicile Packet

The direct answer

An apostille is a certificate the Florida Department of State attaches to a document so a foreign country will recognize it as authentic, and a Declaration of Domicile is a Florida county form that formally establishes Florida as your permanent legal residence. Neither one is something a notary drafts. The Declaration of Domicile is signed in front of a notary and filed with your county's Clerk of Courts; the apostille is a state-level certification EMC requests on your behalf using the Department of State's own request form. Both are common in the same file for international students and families: notarize the residency paperwork first, then apostille whatever needs to travel internationally.

Declaration of Domicile — what it is and who needs it

A Declaration of Domicile is a sworn statement, notarized and recorded with a county Clerk of Courts, that says Florida is your true, fixed, and permanent home (F.S. §222.17). It's commonly used to:

- Establish Florida residency for in-state tuition, driver's license, or voter registration purposes.
- Support a visa, immigration, or international-student residency file where a state's own declaration carries more weight than a lease or utility bill alone.
- Settle a domicile dispute for estate, tax, or probate purposes.

This is a county form, not something EMC or any notary writes from scratch. We use the exact form published by your county's Clerk of Courts, filled out with your information, signed in front of a notary, then filed. Miami-Dade, Broward, and Palm Beach each publish their own version (links above); if you're filing in a different county, tell us and we'll confirm the correct current form before your session.

Declaration of Domicile checklist

- ☐ Pull the correct county's current Declaration of Domicile form (links above) — the form itself, not a template someone emailed you, since counties update these periodically.
- ☐ Fill in the factual fields (address, prior residence, date domicile established) before the session; the notary witnesses your signature, doesn't complete the form for you.
- ☐ One current government-issued photo ID.
- ☐ Know your filing county in advance so we notarize on the version that county's recorder will actually accept.
- ☐ Budget for the county recording fee, separate from the notarization fee, paid to the Clerk of Courts when the form is filed.

Apostille — what it is and the batch process

An apostille only applies to a document that's already been executed (signed, notarized, or issued by a government office) and is headed to a country that's a member of the 1961 Hague Apostille Convention. The Florida Department of State attaches the apostille; EMC's role is preparing the request correctly and getting your documents into that process without delay.

1. **We confirm the document is apostille-ready.** Some documents need notarization first (affidavits, powers of attorney, transcripts); others are already

issued by a government office and go straight to the request. We tell you which category each document in your batch falls into before you pay for anything.

2. We complete the Apostille and Notarial Certificate Request Form

(Florida Dept. of State, link above) with your document count and destination country noted, since some countries have additional requirements beyond a standard apostille.

3. We submit the request to the Division of Corporations along with the state fee (\$10/document, \$20 for county-certified documents, per the DOS fee schedule) and the documents themselves.

4. Batch tracking. For student-visa cohorts filing 15-35+ documents at once (a pattern we see often with academic transcripts, degree certificates, and supporting affidavits), we track each document's status individually so nothing in a large batch gets lost or returned incomplete.

Apostille checklist

- ☐ Identify the destination country before you start; some countries require the apostille plus additional translation or authentication steps beyond Florida's process.
- ☐ Determine which documents in your stack need notarization first (unsigned affidavits, POAs) vs. which are already-issued government records (birth certificates, degree certificates) ready straight for apostille.
- ☐ Gather all documents in the batch before scheduling; submitting incrementally slows down a multi-document request more than submitting once, complete.
- ☐ Confirm whether you need the original returned, a certified copy, or both — affects which DOS fee tier applies.

What EMC does not do

We don't determine whether your specific document is legally sufficient for the immigration, academic, or foreign-government purpose you need it for, and we don't provide legal or immigration advice on which documents you need. If you're unsure what your visa office, university, or foreign registrar actually requires, confirm with them or with an immigration attorney before booking; we notarize and route the apostille request, we don't interpret foreign-country document requirements.

Florida-required disclaimer: *"I am not an attorney licensed to practice law in the State of Florida, and I may not give legal advice or accept fees for legal advice."* (Fla. Stat. §117.05(10))

Common questions

Can EMC apostille a document I already had notarized elsewhere? Yes, as long as it was properly notarized by a Florida notary or issued by a Florida/U.S. government office; the apostille authenticates the notarization or the issuing office's seal, not the underlying facts in the document.

How long does the apostille process take? Turnaround is set by the Department of State's processing queue, not by EMC; we can tell you the current typical range when you book, and we track your batch until it's returned.

Do I need the Declaration of Domicile and the apostille at the same time? Not always. Many student-visa and relocation files need both, but they're independent processes; we can run them together in one session or separately depending on your timeline.

Next step

Tell us your document count, destination country (for apostille) or filing county (for domicile), and whether documents need notarization first. We'll confirm the exact current form and fee before you book.

[Book your apostille or domicile session →](#)

Official form sources (verified 2026-07-09)

[Apostille and Notarial Certificate Request Form \(FL Dept. of State\)](#)

Official DOS Division of Corporations form, verified live. Instructions:

<https://dos.fl.gov/sunbiz/other-services/apostille-notarial-certification/>

[Declaration of Domicile — Miami-Dade County Clerk](#)

Official county form, cites F.S. §222.17. Info page:

<https://www.miamidadeclerk.gov/clerk/declaration-domicile.page>

[Declaration of Domicile — Broward County](#)

Official Broward Records, Taxes & Treasury form.

[Declaration of Domicile — Palm Beach County Clerk & Comptroller](#)

Official Palm Beach Clerk form.

WHAT THIS IS AND ISN'T

EMC Notary (Evan McCall) is a Florida-commissioned notary public and Florida-approved Remote Online Notary, commission HH619187. A notary verifies identity and witnesses signatures — a notary is not an attorney and does not draft, review, or advise on the legal sufficiency of any document. "I am not an attorney licensed to practice law in the State of Florida, and I may not give legal advice or accept fees for legal advice." (Fla. Stat. §117.05(10)) Every form in this packet is either an official government form, linked from its source agency, or an EMC-authored checklist, never a legal instrument drafted for your specific situation. For document drafting, review, or legal-sufficiency questions, consult your attorney.

Ready to schedule?

Book your apostille or domicile session

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