

- Go to <https://corp.delaware.gov/>
- Click on [Document Filing and Certificate Request Service](#)
- On the next page, below the paragraphs, click on the blue link where it says “*To submit a business entity filing or certificate request* [click here](#) and select “*Document Filing and Certificate Request*”.
- On the next page, Click the *Document Filing and Certificate Request* tile
- Document Priority: select Priority 3 (Same Day).
- Enter the Submitter information
 - Account number: 90112956
 - Submitter name: Jonh Cabot University
 - Attention line: your name and surname
 - Address: Via della Lungara 233
 - City: Rome
- Document Request Type: select Certificate Request
 - Entity name: enter ‘Apostille’
 - Type of Certificate Request Information: select Apostille
- Method of return: select regular mail
- Comments box: *documents are being sent to Delaware Secretary of State, Division of Corporations. Contact DOSDOC_csr@delaware.gov for the original documents.*
- Proceed to the next page and enter your payment information
- After you click on “Submit”, the system will send you a confirmation email.
- Copy the SR (Service Request) on the Cover Memo.