



Apostille & Authentication Intake Form

Please include this form with your document(s)

Contact Information:

First Name: _____ Last Name: _____
Company (if applicable) _____
Email: _____ Phone: _____
Street Address: _____ City: _____ State: _____
Country: _____ Zip Code: _____

Will your documents be shipped to the address above? ☐ Yes or ☐ No (if no, provide ship to address)

Ship to:

First Name: _____ Last Name: _____
Street Address: _____ City: _____ State: _____
Country: _____ Zip Code: _____

Document Information

(e.g., Birth Certificate, Marriage Certificate, Diploma, Power of Attorney, Business Document and country where you are sending your documents)

Document Description	State of Origin	Country of Destination	Documents Notarized? Yes or No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Service Requested: ☐ Apostille/Authentication ☐ Notarization ☐ Embassy Legalization

Expedited Service Required? ☐ Yes ☐ No

If yes, please specify desired timeframe: _____

Additional instructions or notes or details relevant to your request:

Acceptable Payments:

PayPal: PayPal.Me/MzNotaryMN

Venmo: @IAMSHHELLC

Zelle: 612|814.2729

Pay by: Upon Receipt



Flat Rate Fees

_____ **\$375** Full Service Apostille -1 personal document
2 or more personal apostille in the same state | **\$375 + \$125 X _____ = \$_____**

_____ **\$595** Full Service Expedited -1 personal document
2 or more personal apostille in the same state | **\$595 + \$125 X _____ = \$_____**

_____ Embassy Legalization Fee from **\$395** in addition to Flat Rate Fee and additional # of documents
Ex. $\$395 + \$375 + \$125 \times 1 = \895

Expedited or Standard Processing of 1 personal apostille, Mobile Notary Fee, FedEx delivery in the US. DOES NOT include int'l shipping

By signing I/We hereby authorizes MzNotaryMN to act on my/our behalf to obtain Apostilles and Authentications on my behalf. I/We agree to indemnify and hold MzNotaryMN from all liabilities whatsoever—including attorney's fees—that may arise in connection with this request. MzNotaryMN cannot guarantee any Event of Force Majeure. I/We further certify that all information provided in this form is true and accurate to the best of my knowledge. I understand that MzNotaryMN will process my request solely based on the information I/We have provided. I understand my appointment is not confirmed until full payment is received.

Type Name

Type Name

Signature

Date

Signature

Date