FBI BACKGROUND REPORT APOSTILLE ORDER FORM

Complete this form and email it with your FBI background report PDF. I will review your documents and confirm next steps.

HOW TO SUBMIT YOUR FBI BACKGROUND REPORT

1. Fill out this form completely.
2. Email the completed form and your FBI report as a PDF attachment to:

   agaglobaldocs@gmail.com
3. I will review your information and contact you with confirmation and next steps.

Please note: This order form is for FBI background reports submitted electronically as PDF files. Other federal documents may require original physical documents. Email scans first so I can review them and confirm mailing instructions before you send originals.

CLIENT AND DOCUMENT INFORMATION

Name _____ **Company** _____

Street address _____

City _____ **State** _____ **ZIP** _____

Telephone _____ **Email** _____

Date _____ **Number of FBI reports** _____

Country of use _____

RETURN SHIPPING INFORMATION

Where should I send your completed documents? Select one:

☐ Return to the same address listed above

☐ Return to a different address:

Recipient name: _____

Street address: _____

City: _____ **State:** _____ **ZIP:** _____

FEES & PROCESSING DETAILS

Fees for obtaining a U.S. Department of State (USDOS) apostille for an FBI background report.

SERVICE FEES

FIRST FBI REPORT	**$195.00**
Each additional FBI report/document	**$150.00 each**
U.S. return shipping	**$55.00**
International return shipping	**Quoted separately**

The $195 first-report fee includes third-party processing to submit the federal document to the USDOS and the apostille fee. Each additional FBI report/document submitted with the same order is $150. U.S. return shipping is $55. You may instead provide a prepaid return shipping label with your PDF submission. International shipping is calculated separately based on the destination address.

OTHER FEDERAL DOCUMENTS & LEGALIZATION

Other federal documents (including naturalization documents and documents requiring consular authentication) may need to be physically mailed. Before mailing any original documents, email scans to agaglobaldocs@gmail.com for review. I will confirm the appropriate next steps and mailing instructions.

Legalization: Consulate fees vary by destination and consulate. Any applicable consular fees and shipping costs will be quoted separately before processing.

ESTIMATED PROCESSING TIME

Allow approximately 10–12 business days

Timing may vary based on government processing and shipping.

Payment may be made through the payment option on my website. For credit-card payment, contact me for secure payment instructions. For your protection, do not email your full card number or CVV/security code.

www.atlasglobalapostille.com | agaglobaldocs@gmail.com | 818-468-6197

PAYMENT AUTHORIZATION & CLIENT APPROVAL

Complete this page for your order records. Use only secure payment instructions provided directly to you.

ORDER SUMMARY

Client name _____ **Date** _____

Number of FBI reports _____ **Destination country** _____

First report	**$195.00**
Additional reports	**$150.00 each**
U.S. return shipping	**$55.00**
International shipping	**Quoted separately**

TOTAL APPROVED AMOUNT _____

PAYMENT METHOD

- ☐ Website payment option / PayPal
- ☐ Credit card — secure payment instructions requested
- ☐ Prepaid return shipping label supplied

For your protection, do not write or email your full card number or CVV/security code on this form.

CLIENT AUTHORIZATION

I authorize Atlas Global Apostille to process the FBI report apostille service described in this order. I understand that government processing times and shipping timelines may vary. Any additional fees or changes to the quoted amount will be communicated for approval before they are charged.

Client signature: _____

Printed name: _____ **Date:** _____