

**ATLAS APOSTILLE &
DOCUMENT LEGALIZATION ORDER FORM**

**DOCUMENTS PICKED UP OR MAILED WILL BE TAKEN TO SECRETARY OF
STATE TO PROCESS ON MONDAYS AND TUESDAYS.
RETURNED TO YOU BY FEDEX WITHIN 5 -6 BUSINESS DAYS.**

**PICK UPS FROM POSTAL OFFICES EVERY THURSDAY OR FRIDAY AM.
MAIL OR DROP OFF DOCUMENTS TO:**

**JAN ATLAS
80149 Royal Birkdale Dr
Indio, CA 92201**

Print and Fill out this form completely and mail to above address with all documents.

Name:_____ **Company:**_____
Address_____ **City**_____
_____ **State:**_____ **ZIP**_____
Telephone_____
Email:_____
Date:_____ **Number of Documents:** _____
Type of documents:_____
For use in which country?:_____

FEES:

I DO PROVIDE MOBILE PICK UP AND DELIVERY IF NEEDED

\$75.00 Travel fee to pick up document if needed from your home.

\$15.00 per document Notarization fee if needed.

\$126.00 per document Apostille fee

Consulate fee - depending on Consulate

**\$195 per document for all FEDERAL DOCUMENTS going to WASHINGTON
DC, US DEPARTMENT OF STATE fee**

or

**Documents not part of the Hague Convention, will need additional
Consulate Legalization, fees will be calculated depending on the consulate.**

For Shipping back, you have the option to include prepaid shipping envelope or label.
OR add \$45 for shipping Fed Ex back to you for Domestic.
International shipping will be quoted depending on address and country.

Credit Cards by Pay Pal accepted on my website.
OR sign Credit card Authorization and send credit card info below:

CREDIT CARD AUTHORIZATION FEE FOR APOSTILLE SERVICES

Credit card
number _____

Exp date _____ CVV Code _____

Zip Code _____

Signature to
Authorize _____

Date: _____

Number of Documents: _____

TOTAL FEE CHARGED _____