APOSTILLE SERVICE REQUEST

Please print clearly. Email scans of your documents for review before mailing any original documents.

1. CLIENT INFORMATION

Full name _____ **Business / organization** _____

Phone _____ **Email** _____

Preferred contact ☐ Phone ☐ Text ☐ Email **Best time to reach you** _____

Return mailing address _____

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

2. SERVICE REQUEST

☐ State apostille ☐ Federal apostille ☐ Document legalization

☐ Mobile notary ☐ Not sure — please review my documents

Expedited service requested? ☐ Yes ☐ No ☐ Please explain options

Number of documents: _____ **Number of states involved:** _____

3. DOCUMENT & DESTINATION DETAILS

Destination country: _____

Purpose of documents (e.g., birth/marriage, education, business, power of attorney, FBI report):

_____

List document types — 1. _____

2. _____ **3.** _____

Document format: ☐ Original ☐ Certified copy ☐ Notarized ☐ PDF / scan

Special instructions from receiving country/organization? ☐ Yes ☐ No

If yes, please explain: _____

DOCUMENT REVIEW & PROCESSING

A clear, step-by-step guide to submitting your documents.

4. DOCUMENT REVIEW & MAILING PROCESS

1

STEP 1 — EMAIL SCANS FIRST

Send clear scans or photos of every document to agaglobaldocs@gmail.com. Do not mail originals yet.

2

STEP 2 — WAIT FOR REVIEW & QUOTE

I will review the scans, confirm the correct process and any additional certification requirements, then provide service fees, shipping costs, and estimated turnaround.

3

STEP 3 — APPROVE THE QUOTE

Review and approve the written quote before proceeding.

4

STEP 4 — MAIL YOUR DOCUMENTS

After approving the quote and receiving mailing instructions, mail the required original or certified documents, this completed form, and payment/authorization as instructed. Use a trackable shipping method.

5

STEP 5 — PROCESSING & RETURN

After your documents arrive, I will notify you and provide an estimated timeline. Tracking will be provided for return shipments when applicable.

5. IMPORTANT DOCUMENT NOTES

- ☐ Birth, death, and marriage certificates may require official certified copies from the appropriate government office.
- ☐ Federal documents, including FBI background checks and certain federal certificates, follow a separate federal process.
- ☐ Some states or document types require additional county or state certifications before an apostille can be issued.
- ☐ Turnaround times are estimates and may depend on government offices, document eligibility, and shipping transit.

IMPORTANT: Do not mail original documents until I have reviewed your scans, confirmed the fees and turnaround, and sent you the mailing instructions.

PRICING, PAYMENT & CLIENT APPROVAL

Final pricing and requirements will be confirmed in a written quote before processing.

6. PRICING GUIDE — FINAL QUOTE MUST BE CONFIRMED

Standard state apostille	$195 first document in a state; $95 each additional document from the same state
Expedited state service	Additional $195 per state; estimated 7–10 business days
Federal apostille	$195 per document; estimated 10–12 business days
Domestic return shipping	$55
International shipping	Quoted separately

Additional certifications, government fees, special requirements, or other services may cost extra. A written quote will be provided for approval before work begins.

7. QUOTE & PAYMENT

Service fee: $ _____ **Shipping: $** _____ **Additional fees: $** _____

TOTAL: $ _____

Payment method: ☐ Website payment / PayPal ☐ Zelle ☐ Credit card — secure instructions requested

For your protection, do not email your full card number or CVV/security code. A secure payment option is preferred.

CLIENT ACKNOWLEDGMENT & AUTHORIZATION

I confirm that the information I have provided is accurate to the best of my knowledge. I understand that requirements vary by document type, issuing authority, destination country, and receiving organization. I authorize Atlas Global Apostille to begin the agreed services only after I have received and approved the written quote and submitted the required documents and payment. I understand that turnaround times are estimates, government authorities make the final determination on issuance, and additional requirements or fees may arise. I will be notified if a material change is identified before additional work proceeds.

Client printed name: _____

Client signature: **Date:**

BEFORE YOU MAIL YOUR DOCUMENTS

- ☐ I received and approved the written quote.
- ☐ I received instructions confirming which originals or certified copies to mail.
- ☐ I included this completed form and the approved quote/reference number.
- ☐ I kept copies of my documents and will use a trackable shipping method.
- ☐ I confirmed the return address and shipping method.

MAILING INFORMATION Jan Atlas — Atlas Global Apostille • 42215 Washington Street, Ste A, PMB #191, Palm Desert, CA 92211
Call or text: 818-468-6197 | www.atlasglobalapostille.com | Email scans: agaglobaldocs@gmail.com