

**ATLAS APOSTILLE &
DOCUMENT LEGALIZATION ORDER FORM**

**RETURNED TO YOU BY FEDEX WITHIN 5 -6 BUSINESS DAYS
DEPENDING ON THE STATE.**

**MAIL DOCUMENTS TO:
JAN ATLAS
42215 WASHINGTON STREET STE A PMB#191
PALM DESERT, CA 92211**

**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?:** _____

PROCESS AND FEES:

1. If document needs Notarizations, I can set up that service in any state, or get it done at any Notary Service.

2. Birth, Death & Marriage Certificates must be original or certified copies.

3. Send notarized / certified documents to the address above

NOTARY: \$15.00 per document Notarization fee, if needed plus travel fee \$65.

APOSTILLE: \$195.00 FOR FIRST DOCUMENT PER STATE- each additional document, for SAME STATE \$95.00 each.

ADD \$100.00 per document per state FOR EXPEDITED SERVICE Some States take many weeks to get back. Depending on the State and your timeframe, I can offer an expedited service getting documents returned to you within 7 - 10 business days.

Consulate fees - depend on Consulate will be determined.

**\$195 PER document for all FEDERAL DOCUMENTS going to WASHINGTON DC, US DEPARTMENT OF STATE. Generally a 9 - 12 Business day turnaround,
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.

**Pay Pal is accepted on my website, just click pay button.
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 _____