**Notary Signing Solutions**

Apostille Service Client Intake Form

Thank you for choosing Notary Signing Solutions for your apostille needs. Please complete the following form to help us process your request efficiently. If you have any questions, feel free to contact us.

CLIENT DETAILS

Today's date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for document return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A valid photo ID issued by the U.S. is required for this appointment.

 Type of identification provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOCUMENT DETAILS

1. Type of document(s) to be apostilled (birth certificate, marriage certificate, corporate document, background check, college diploma, etc.):
2. If your document is a vital record, please indicate the county and state of issuance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Country or countries of destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. State of origin of the document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Has the document been notarized? [ ] Yes [ ] No
6. Notarization Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Do documents require authentication from the U.S. Department of State in Washington

D.C.? (Federal documents) [ ] Yes [ ] No

1. How many documents require an apostille? \_\_\_\_\_\_\_\_\_\_\_\_
2. Do you need a certified translation of your documents? (Additional fee per page) [ ] Yes [ ] No
3. Do you need expedited delivery for the next business day? (Add $100 to the total) [ ] Yes [ ] No
4. On which date do you need your documents to be returned? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Status Update Preference: (Text Message or Email)

AUTHORIZATION AND AGREEMENT

☑ I understand that if I hold multiple documents requiring an apostille, additional fees will be incurred.

☑ The designated notary is not a licensed attorney in Texas and is unable to offer legal counsel or accept fees for such services.

☑ I acknowledge that Notary Signing Solutions, LLC, bears no legal or financial responsibility for any loss or damage to my documents that occurs during shipment via USPS, UPS, FedEx, or DHL and is beyond the control of Notary Signing Solutions, LLC.

☑ By signing this document, I affirm that I have read and comprehend the aforementioned terms.

Client's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We value your confidence in Notary Signing Solutions and eagerly anticipate the opportunity to assist you.

**\*Additional document fee $50**

**\*Additional notarization fee $10**

**\*Discounts available for multiple documents, multiple notarizations, and translation services via Notary Signing Solutions**