

# DOWNTOWN LA APOSTILLE

■ AUTHENTICATION / APOSTILLE REQUEST FORM

## Office Use

445 South Figueroa St  
Floor 31st  
Los Angeles, CA 90071  
323-834-2483  
www.downtownlaapostille.com

First Name :  Last Name :

Address :

City :  State :  Zip Code :

Phone :  Email :

Country in which the document will be used - (example: China, Mexico, or Spain) :

## Delivery Method Requested:

<input type="checkbox"/> Pick Up	<input type="checkbox"/> FEDEX - GROUND 21.88 (3-5 BUSINESS DAYS)
<input type="checkbox"/> Prepaid Addressed Envelope	<input type="checkbox"/> FedEx (US) \$44.88
<input type="checkbox"/> International FedEx ( ___ \$105 Mexico, ___ \$140 Western Europe, ___ \$150 China/S. Korea, ___ \$170 S. America )	

## Fees\* (Per document) - (Please Check off the desire services):

<input type="checkbox"/> Birth Certificate: \$256	<input type="checkbox"/> Marriage Certification: \$256	<input type="checkbox"/> Death Certificate: \$256
<input type="checkbox"/> Divorce Decree: \$276	<input type="checkbox"/> Power of Attorney: \$276	<input type="checkbox"/> Notarized Documents: \$276
<input type="checkbox"/> Transcripts, Diplomas: \$276	<input type="checkbox"/> Affidavits: \$276 Single Status Affidavit	<input type="checkbox"/> Certificate of Naturalization: \$404.88 FBI - Criminal Background Check: 404.88
<input type="checkbox"/> Notarized Signature \$26.88 X ____	<input type="checkbox"/> MD Signature Verification: \$100	<input type="checkbox"/> Translations PLUS: \$125 /Pg Page# ____
<input type="checkbox"/> Translations REGULAR: \$145/Pg # ____		

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Your signature indicates you have read, understood and agree to all the terms and conditions of service. All Sales Are Final.

**Make Check or Money Order Payable to DTLA APOSTILLE and mail to:**

**DOWNTOWN LA APOSTILLE  
515 SOUTH FLOWER ST  
FLOOR 19TH  
LOS ANGELES, CA 90071**

**\*\*Attached or Authorized Payment Method:\*\*** Payment by credit or debit card is subject to an additional **\*\*9%\*\*** charge on the total amount. By proceeding with the payment, the customer agrees to the **\*\*terms and conditions\*\*** set forth. **\*\*All sales are final and non-refundable.\*\***

Card Number :  Expiration Date :  /  CSC :   
MM / YY

Name on Card :  City :  Zip Code :

Billing Address :  State :  Phone :

Total Amount to be Charged : \$  Email :

By signing this form, the undersigned cardholder ("Cardholder") expressly authorizes Downtown Los Angeles Notary Public, LLC ("Company") to charge the credit card provided for payment in the total amount specified. This amount includes the cost of services rendered plus a 9% convenience fee for credit card processing. Cardholder acknowledges and agrees that all sales are final and that no refunds, cancellations, or chargebacks are permitted unless required by law. In the event of a dispute, Cardholder agrees to first attempt resolution directly with the Company before initiating a chargeback with the issuing bank. By signing, Cardholder confirms they are an authorized user of the payment method provided and understand their responsibility for any charges incurred. ALL SALES ARE FINAL

\_\_\_\_\_  
Cardholder Signature