**Ms. NYC-Solutions- Intake form for Apostille Services**

**Apostille Service Intake Form**

**Date:**  
**Client's Full Name:**  
**Phone Number:**  
**Email Address:**

**Document Information:**

1. **Type of Document(s) Needing Apostille**  
   (e.g., birth certificate, marriage certificate, diploma, power of attorney, etc.)
   * Document Type(s):
   * Country of Origin (where the document was issued):
   * Is this a certified copy or an original?
2. **Purpose of Apostille**  
   (e.g., international travel, marriage, employment, legal, etc.)
   * Reason:
3. **Destination Country for the Apostille**
   * Country:
4. **Issuing Authority**  
   (Where the document was originally issued. e.g., state government, court, school)
   * Issuing Authority:
5. **Is the Document Already Notarized?**
   * Yes / No
   * If yes, by whom?

**Client Preferences:**

1. **Expected Processing Time**
   * Standard Processing (5-10 business days)
   * Expedited (2-5 business days)
2. **Do You Require a Translation Service for the Document?**
   * Yes / No
3. **Would You Like Updates During the Apostille Process?**
   * Email / Phone / None
4. **Do You Need the Documents Shipped Internationally?**
   * Yes / No
   * If yes, please provide the shipping address.

**Additional Information:**

1. **Any Special Instructions or Concerns Regarding the Apostille?**  
   (e.g., time sensitivity, legal complexities, document corrections)

**Signature:**  
**Date:**