**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:**