

**San Bernardino SOS Apostilles**

225 W. Hospitality Lane  
SUITE 201-N  
San Bernardino, CA 92408  
866-580-5858

**Apostille/Certificate of Authentication Request****Please print or type. Submit this form with your documents.****Country Requesting the Apostille? (Required):** \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Name of Firm/Organization (If applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Number and Street

City

State/Region

Zip Code

Daytime telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Type of Return Mailer Enclosed:** (You must enclose one of the following if documents are to be returned to you by mail.)☐ FedEx (US) GROUND (3-5 days): \$26.88☐ FedEx (US 1-2 days) : \$44.88☒ **International FedEx** (☐ \$125 Mexico, ☐ \$143 Western Europe, ☐ \$161 China/S. Korea, ☐ \$170 S. America)**For Department Use Only**

Transaction # \_\_\_\_\_ Cash Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

**Fees (Per Document)**-(Please Check off the desire services):☐ Birth Certificate: \$332☐ Transcripts, Diplomas: \$332☐ Death Certificate: \$332☐ Marriage Certification: \$332☐ Power of Attorney: \$332☐ Notarized Documents: \$332☐ Divorce Decree: \$332☐ Affidavits: \$332☐ Certificate of Naturalization: \$404.88 FBI  
Background Check: \$404.88☐ Single Status Affidavit: \$332☐ Copies | Scans: \$1 x pg #☐ Translation **PLUS:** \$ 107.88 X Pg# \_\_\_\_\_☐ Translation **OTHER** \$ 143.88 X Pg # \_\_\_\_\_☐ Notarized Signature: \$26.88 x #

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

By signing, you acknowledge that you have read, understood, and agree to all the terms and conditions of service. ALL Sales are Finale!

Make Cashier Check or Money Order Payable to SOS APOSTILLES and mail to:

**San Bernardino SOS Apostilles**  
225 W. Hospitality Lane  
SUITE 201-N  
San Bernardino, CA 92408

**Form of Payment Enclosed or Authorized:** Payments made by credit or debit card will incur an additional 9% charge on the total amount. By proceeding with the transaction, the customer agrees to the terms and conditions. All sales are final and non-refundable

Name as it appears on card: \_\_\_\_\_ Phone No: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CSC: \_\_\_\_\_

MM/YY

**Total: \$** \_\_\_\_\_

Card Payment Authorization and Acknowledgment of Terms: By signing below, the undersigned cardholder ("Cardholder") expressly authorizes Downtown Los Angeles Notary Public, LLC ("Company") to charge the credit, debit, or other payment card provided for the total amount specified. This total includes the cost of services rendered plus a 9% convenience fee for card processing. Cardholder acknowledges and agrees to the following terms: All sales are final. No refunds, cancellations, or chargebacks are permitted unless otherwise required by California law. Cancellation Policy: If services are canceled after payment is submitted, a cancellation fee of 25% of the total service amount or \$75.00—which ever is greater—will apply. Chargebacks: If a chargeback is initiated without first attempting to resolve the matter directly with the Company, an additional \$55.00 chargeback fee will be added to the amount owed. Dispute Resolution: Cardholder agrees to make a good faith effort to resolve any concerns or disputes directly with the Company before contacting the card issuer or initiating a chargeback. By signing below, the Cardholder confirms they are an authorized user of the payment card provided (Visa, Mastercard, American Express, Discover, debit, or any other) and accept full responsibility for all charges incurred under these terms.

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_