

# Apostille / Authentication Intake Form

## Client Information

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Full Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Preferred Contact Method:  Phone  Text  Email

## Document Information

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Country where the document will be used: \_\_\_\_\_

Type of document(s):

Birth Certificate  Marriage Certificate  Death Certificate

Divorce Decree  Power of Attorney  Diploma / Transcript

Background Check  Adoption Documents  Corporate Documents

Affidavit  Other: \_\_\_\_\_

How many documents need apostilles/authentication? \_\_\_\_\_

What state were the documents issued or notarized in? \_\_\_\_\_

Are the documents originals or copies?

Originals  Certified Copies  Copies

Have any documents already been notarized?  Yes  No

If yes, by what state notary? \_\_\_\_\_

## Shipping & Processing

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Do you need expedited processing?  Yes  No

Preferred return method:

Pickup  Standard Mail  Priority Mail  FedEx  UPS

Return Shipping Address:

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

## Additional Services Needed

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- Notarization Needed
- Certified Translation Needed
- County Clerk Certification Needed
- Embassy / Consulate Legalization Needed
- Remote Online Notarization (RON) Needed
- Certified Copy by Document Custodian Needed
- Other: \_\_\_\_\_

## Important Information

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- Processing times vary depending on the issuing state and destination country.
- Some countries require embassy or consulate legalization instead of an apostille.
- Documents may require notarization prior to submission.
- Fees for government filing, shipping, notarization, and processing are separate.

## Payment Information

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Quoted Service Fee: \$ \_\_\_\_\_

Shipping Fee: \$ \_\_\_\_\_

Government Fees: \$ \_\_\_\_\_

Total Estimated Cost: \$ \_\_\_\_\_

## Client Authorization

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I certify that the information provided is accurate to the best of my knowledge.

I understand that processing times are not guaranteed and may vary depending on state and federal agencies.

Client Signature: \_\_\_\_\_

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