

# Apostille Order Form

Smoky Mountain Notary - Apostille Facilitation Service

## Client Information

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

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

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

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Document Information

Check the type(s) of document(s) you need apostilled:

Birth Certificate  School Transcript  Adoption Paperwork

Marriage Certificate  Power of Attorney  Other: \_\_\_\_\_

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

Country requesting apostille: \_\_\_\_\_

Do any documents need to be notarized before apostille?

Yes  No  Not Sure

## Service Options

Standard Processing (7-10 business days)

Expedited Walk-In (Same-day processing - additional fee applies)

## Return Delivery Method

Standard Mail  Two-Day Shipping  Overnight Shipping

Local Hand Delivery (Knoxville area only)

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## Additional Notes or Instructions

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## Fee Quoted and Costs

Fee Quoted: \_\_\_\_\_

Notarization: \_\_\_\_\_

Signature Authentication: \_\_\_\_\_

Apostille: \_\_\_\_\_

Shipping: \_\_\_\_\_

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

## Preferred Payment Method

Credit/Debit    Zelle    PayPal    Venmo    Other: \_\_\_\_\_

## Client Agreement

I understand that Smoky Mountain Notary is not responsible for document delays, damage, or rejection by the receiving country once the documents have been submitted for apostille processing or leave the office.

I agree to the terms and fees discussed prior to submission.

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