

Submit to:
SECRETARY OF STATE
Authentications Unit
P O Box 13550
Austin, TX 78711-3550
512-463-5705
Document Fee: \$15



*NOT FOR USE IN
PROCEEDINGS RELATING
TO THE ADOPTION OF ONE
OR MORE CHILDREN*

**REQUEST FOR OFFICIAL
CERTIFICATE OR APOSTILLE**

Requestor Information

Name: _____

Address: _____

Street

City

State Zip

Phone: _____ Email Address: _____

Consulate/Embassy/Country Where Document(s) Will Be Presented: _____

For Certified Records

Type of Record: _____

For Notarized Documents

Name of Notary: _____

Date Commission Expires: _____ Number of Certificates/Apostilles Requested: _____

Instructions

- *Fee.* The fee for an official certificate or apostille is \$15 per certificate or apostille. Fees may be paid by personal checks, money orders, LegalEase debit cards or MasterCard, Visa, and Discover credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. If paying by credit card, fees are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees, and Form 2101 must also be included.
- *Multiple Requests.* When requesting two or more certificates or apostilles, remit one payment for the total amount. You must complete a separate form for each public official or notary public.
- *Materials and Return of Documents.* The complete, original, certified record or notarized document to be authenticated must be submitted with this form. If the authentication request concerns a translation, the complete document includes both the notarized translation and the document being translated. *The document, fees, and form must be submitted with an appropriately sized self-addressed, postage pre-paid envelope for return of documents.*
- *Delivery.* Materials may be delivered by mail to P.O. Box 13550, Austin, Texas 78711-3550 or by overnight mail or hand delivery to Room B-05, James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. Hand-delivered documents are accepted weekdays between the hours of 8:00 a.m. and 4:30 p.m.