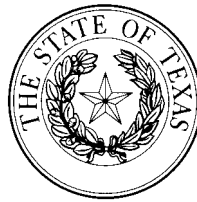


Submit to:
SECRETARY OF STATE
Authentications Unit
P O Box 13550
Austin, TX 78711-3550
512-463-5705
Document Fee: \$10 (up to \$100 per child)



**REQUEST FOR OFFICIAL
CERTIFICATE OR APOSTILLE—
ADOPTION PROCEEDINGS**

Requesting Family

Name: _____

Address: _____
Street City State Zip

Phone: _____ Email Address: _____

Have you made a prior authentication request for use in the same adoption proceedings?

Yes No If YES, Customer ID Number: _____

Number of Children Adopting: _____ Name(s): _____

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: _____

Execution

I certify that the requested authentication(s) is(are) for use in adoption proceedings for one or more children.

Date: _____
Signature of Requestor

Instructions

- *Fee.* The fee for an official certificate or apostille for use in a proceeding relating to the adoption of one or more children is \$10 per certificate or apostille up to \$100 per child. 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.