

**REQUEST FOR OFFICIAL
CERTIFICATE OR
APOSTILLE**



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

Please submit this request form with the documents, the payment and the return envelope.

Contact Information:

Name: _____

Mailing Address: _____
 Street _____
 City _____ State _____ Zip Code _____

Phone: _____ Email Address: _____

Required:

Write name of **Embassy** or **Country** Where Documents will be Presented: _____

Number of Documents to be authenticated: _____ X \$15.00 = _____ Total Due

Payment Information:

- Check or Money Order payable to Texas Secretary of State *(Please retain a copy of your check or money order for future reference.)*
- Credit Card/Debit Card - Form 2101 must be included

Document Return Method:

- Self-Addressed Stamped Envelope
- Self-Addressed Prepaid US Postal Priority or Express
- Self-Addressed Prepaid carrier label. No handwritten airbills accepted. (FedEx, UPS, Lonestar or DHL) *(Please retain tracking number information in order to track the return envelope.)*

Mailing Address:

Office of the Secretary of State
Authentications Unit
PO Box 13550
Austin, TX 78711-3550

Physical Address: (for overnight mail and walk-in service)

Office of the Secretary of State
Authentications Unit
1019 Brazos St
Austin, TX 78701
(512) 463-5705

If mailed, the processing time is 7 – 10 days.

Walk-in service is accepted at the physical address
Monday – Friday 8:00 a.m. to 4:30 p.m. Requests are
processed within 1 hour.