

**REQUEST FOR OFFICIAL  
CERTIFICATE OR APOSTILLE**

*Not for use for adoption requests*



*For Texas Secretary of State use  
only. Please leave blank.*

*Provide the requested information below to process your Apostille or Certificate request. Please note apostille requests for corporate records must be sent to the Business & Corporations Filings section.*

**Section 1: Submitter Information:**

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

Mailing Address:

Street

City

State

Zip Code

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

**Section 2: Request Information (Required)**

1. Name of **Embassy** or **Country** (where documents will be presented outside of the United States):

2. Total Number of Documents: \_\_\_\_\_ X \$15.00 = \_\_\_\_\_ Total Amount Due

**Section 3: Method of Payment (Required)**

Check or Money Order # \_\_\_\_\_ Payable to the "Texas Secretary of State"  
Retain a copy of your check for reference.

Client Account # \_\_\_\_\_ Visit our [Modernization](#) webpage to create/fund a client account

**Section 4: Document Return Method** (*Tracking is highly suggested*)

Self-Addressed Stamped Envelope

Self-Addressed Prepaid US Postal Priority or Express Envelope

Self-Addressed Prepaid carrier label (FedEx or UPS). **No handwritten air bills are accepted.**  
*Retain tracking number information to track the return envelope.*

Mailing Address

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

Physical Address (Overnight Mail and Walk-In)

Office of the Secretary of State  
Authentications Unit  
1019 Brazos St  
Austin, TX 78701

**Payment is not accepted via  
telephone.**

Walk-in Service  
Monday – Friday 9:00 AM to 4:00 PM  
(512) 463-5705