

**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.*)

Complete Credit/Debit Card Information:

Type: VISA AMX MAST DISC
Card #: _____
Exp: (MM/YY) _____ Security Code: _____
Name on Card: _____
Billing Address: _____
City/State: _____ Zipcode: _____
Signature: _____

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

>Processing time is 7-10 business days if submitted by regular or overnight mail.

>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.