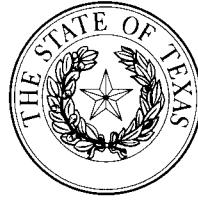


**Not for use for
adoption requests**
(Please use Form #2103)



**REQUEST FOR
UNIVERSAL APOSTILLE**

**Walk-In Service: Monday and Friday 8:30 AM – 5:00 PM
Appointment Only: Tuesday, Wednesday, and Thursday 8:30 AM – 5:00 PM**

The following items are required to process a walk-in Universal Apostille request:

1. Completed Form 2102: Request for Universal Apostille.
2. Payment: Check, money order, or cashier check for the total amount due.
3. The original Texas notarized document or certified copy of the public record requested to be apostilled.
4. A prepaid and pre-addressed return envelope.

The Office of the Texas Secretary of State will not use shipping labels that state "Bill Sender" or provide no billing method with our office as the sender.

Submitter Information

Name: _____

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

Phone: _____ Email Address: _____

Required Information

1. Name of Embassy, or Country (where documents will be presented): _____
Apostilles cannot be presented to the United States.
2. Total Number of Documents: _____ X \$15.00 = _____ Total Amount Due

Method of Payment (Required)

Check or Money Order # _____ *Payable to the Texas Secretary of State*
Payment via Credit Card is not accepted through the mail. *Retain a copy of your check for reference.*

Document Return Method (Tracking is highly suggested)

Self-Addressed Stamped Envelope (No Tracking)
 Self-Addressed Prepaid Carrier Label (FedEx, UPS, USPS) **No handwritten air-bills are accepted.**
Please retain your tracking number information to track the return envelope.

Mailing Address

The Office of the Texas Secretary of State
Authentications Unit
P.O. Box 13550
Austin, TX 78711-3550

Physical Address (for Walk-In/Appointment Services)

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