



Introduction

The Office of the Texas Secretary of State (the Office) will be accepting appointments for Universal Apostille services on Tuesdays, Wednesdays, and Thursdays. In order to book an appointment please follow the instructions below.

PLEASE NOTE: Walk-In services are still available on an as needed basis on Monday and Friday between 8:30 AM – 5:00 PM.

How-To Book an Appointment

1. Visit our website www.sos.state.tx.us/statdoc/request
2. Review the instructions on the requirements needed for your appointment. Click Close in the upper right corner once you have reviewed the information.
3. Select the date and time you would like to have your appointment.

The screenshot shows the 'Apostille' booking page. At the top is the Texas Secretary of State seal and contact info for the Austin office. Below is a calendar for May 2025 with the 19th selected. To the right of the calendar is a 'Select a time to continue' section for Monday, May 19, 2025, showing a grid of time slots from 8:00 AM to 4:15 PM in 15-minute increments.

4. Enter the required information to book your appointment. Each appointment has a maximum limit of ten (10) documents per person, company, or transaction.

Please Note: An email is required for confirmation of your appointment booking.

5. Click **Book** to schedule your appointment. A confirmation email will be sent to the email provided in the booking information.

IMPORTANT: Reminder emails/texts will be sent as your appointment approaches with specific instructions about parking. **A reminder email will be sent to request you Check-In for your appointment; without a check-in confirmation, your appointment will be cancelled.**