



Introduction

The Office of the Texas Secretary of State (the Office) will be accepting appointments for Universal Apostille services on Tuesday and Friday's. If you have booked an appointment and would like to reschedule or cancel the appointment, please follow these instructions.

PLEASE NOTE: Walk-In services are still available on an as needed basis on Monday, Wednesday, and Thursday between 9 AM – 4 PM.

How-To Reschedule or Cancel an Appointment

1. Please open your email from our Appointment System (Subject: Appointment Confirmed).

Apostille Appointment Confirmation – The Office of the Texas Secretary of State

Hello Test,

Thank you for booking your Apostille appointment with the Office of the Texas Secretary of State (SOS). Your appointment is set for June 4th 9:15am. To cancel, visit [click here](#).

SOS Address: 1019 Brazos St, Austin, TX 78701

2. Click the “click here” in the first sentence of the email.

3. Select the **Reschedule** or **Cancel Booking** buttons to complete the action you require.



Add to Calendar



Reschedule



Cancel Booking

4. If rescheduling, you will be prompted to select a new date and time that is available.

A confirmation email will be sent to your inbox confirming the rescheduling of your appointment.

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.**