

**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

>If mailed, the processing time is 7-10 business days

>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.