AUTHENTICATION SUBMITTAL FORM

Authentication Services Are For International Use Only

Only (1) One Form Is Needed

Name (Adult person filling out form) _____

Address_____

City _____ **State**_____ **Zip** _____

Email Address_____

Daytime Telephone Number_____

Select one: ☐ Apostille ☐ Certification

Foreign country in which document will be used_____

Number of Documents _____ x $5.00 per document = $ 0.00 _____ Total
(**Must have a document for each Apostille or Certification need**ed)

Payment Enclosed: Check ☐ Money Order ☐ Cash ☐
Make checks and Money orders payable to the Secretary of State

Credit Card ☐ (Convenience Fees Apply)

☐ Visa ☐ Master Card ☐ American Express ☐ Discover Card

Card Number _____ _____ Expiration Date_____/_____

Card Holder_____

Billing Address_____

City_____State_____Zip_____

Documents will be returned to the sender in the US by regular USPS unless one of the following is provided: Documents going to a Foreign Country **must** have a pre-paid envelope or shipping label
(Secretary of State's office is **NOT** responsible for documents lost with US postal service)

☐ Self-addressed first-class envelope with postage
☐ Self-addressed Priority or Express envelope with postage
☐ Prepaid courier service (FedEx, UPS, Airborne, DHL) with envelope
☐ Self-addressed courier service envelope (with account number clearly printed on label)

Mail the completed authentication submittal form and documents to:

Office of the Secretary of State
Authentication Division
770 Washington Ave RSA Plaza Ste 580
Montgomery, Alabama 36130
(334) 242-5325

Please allow five (5) business days for **mail time**. Walk in service is available 8:00AM-4:30PM Mon- Fri.