

**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 = \$ \_\_\_\_\_ Total  
(**Must have a document for each Apostille or Certification needed**)

Payment Enclosed:    Check              Money Order ☐    Cash ☐

**Make checks and Money orders payable to the Secretary of State**

Credit Card              (Please provide credit card information below)

☐ 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 by regular USPS unless one of the following is provided:  
(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  
11 South Union Street, Suite 224  
Montgomery, Alabama 36130  
(334) 242-5325

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