

Please fill out this order form by hand or computer, and ship it along with your documents to New York or Texas, according to the type of service you need.

**DOCUMENT LEGALIZATION SERVICES ORDER FORM**

Today's date			
Your Full Name			
Company (optional)			
Email address		Phone number	

**ADDRESS TO SHIP BACK YOUR COMPLETED DOCUMENTS**

Name		Phone number	
Company (optional)			
Street address			
City	State	Zip Code	Country

**DOCUMENTS TO BE APOSTILLED OR EMBASSY LEGALIZED**

Type of document(s)
Full name on the document, if it's a vital record
Country document(s) will be used in
Number of apostilles or legalizations required
Do you need us to process your documents as (please check one) <input type="checkbox"/> ORIGINALS <input type="checkbox"/> PHOTOCOPIES *not available for economy services

PLEASE SELECT THE TYPE OF SERVICE YOU REQUIRE AND SHIP YOUR PACKAGE ACCORDINGLY

**APOSTILLE SERVICES** For use in member Countries of the Hague Convention, we offer two different types of apostille services:

<p><input type="checkbox"/> <b>STANDARD APOSTILLE SERVICE</b>          \$295 for each apostilled document +courier and handling.          Quicker turnaround time + unlimited customer service during the process.  <b>Please ship your documents and order form to the following address:</b>          Documents International LLC          300 Cadman Plaza West          One Pierrepont Plaza, 12th Floor          Brooklyn, NY 11201          Tel. 212-810-2124</p>	<p><input type="checkbox"/> <b>ECONOMY APOSTILLE SERVICE</b>          \$195 for each apostilled document +courier and handling.          Slower turnaround time.  <b>Please ship your documents and order form to the most convenient of these two addresses:</b>          Documents International, LLC    Documents International LLC          2002 Timberloch Place            300 Cadman Plaza West          Suite 200                                One Pierrepont Plaza, 12th Floor          The Woodlands, TX, 77380        Brooklyn, NY 11201          Tel. 210-305-4980                    Tel. 212-810-2124</p>
---	---

**EMBASSY LEGALIZATION SERVICES** For use in non-member Countries of the Hague Convention

<p><input type="checkbox"/> <b>EMBASSY LEGALIZATION SERVICE</b>          \$745 for each embassy legalized document + courier and handling.  <b>Please ship your documents and order form to this address:</b>          Documents International LLC          300 Cadman Plaza West, One Pierrepont Plaza, 12th Floor          Brooklyn, NY 11201          Tel. 212-810-2124</p>
--

**EXTRA FEES APPLY TO CERTAIN TYPES OF DOCUMENTS FOR BOTH APOSTILLE AND EMBASSY LEGALIZATION SERVICES**

- \$25 USD extra for documents that need to be notarized.
- \$125 USD extra for Vital Records issued in New York State that require County Clerk Certification, Vital Records issued in California that are certified by a Doctor (MD) and require County Clerk Certification, Vital Records issued in Puerto Rico and Nevada. (Puerto Rico issued or notarized documents don't qualify for Economy Services).
- \$125 USD extra for documents notarized in Hawaii, Kentucky, Maryland, New York State, Ohio and Tennessee that require County Clerk Certification.
- \$600 USD extra for each Corporate Document Embassy Legalization to be used in the United Arab Emirates.
- Extra fees may apply to State issued Corporate documents, Certificates of Naturalisation and Reports of Birth Abroad.
- Extra fees and requirements may apply to some Embassy Legalization Services, to check on extra requirements please email us at [embassy@apostilla.com](mailto:embassy@apostilla.com)

**PLEASE SELECT THE COURIER AND HANDLING OPTION YOU NEED**

<input type="checkbox"/> I am including my own pre-paid return FedEx airway bill.	<input type="checkbox"/> \$65 USD for Canada, Mexico and the Caribbean.
<input type="checkbox"/> \$25 USD for express saver courier and handling within the US.	<input type="checkbox"/> \$105 USD for Central and South America.
<input type="checkbox"/> \$35 USD for overnight courier and handling within the US.	<input type="checkbox"/> \$125 USD for the rest of the world.

**PLEASE SELECT THE PAYMENT OPTION OF YOUR CHOICE**

<input type="checkbox"/> Include a US Bank check or money order payable to "Documents International, LLC". * Please clip or staple it to this form.
<input type="checkbox"/> Credit, Debit card or PayPal (we will email you an electronic invoice with a secure payment link).
<input type="checkbox"/> Bank transfer or deposit into our US account (we will email you an invoice with our bank details).

Do you need scanned copies of your documents before they are returned to you?     Yes + \$25 USD per 10 pages

Do you need a translation quote?     YES    Target language: \_\_\_\_\_     Certified     Plain

\* We will confirm with you if we're able to provide you with the required translation.

How did you learn about our company?

We suggest that you email us a copy of your documents for screening before shipping them to: [screen@apostilla.com](mailto:screen@apostilla.com)

Please note that Apostilled or Embassy Legalized documents will only be sent back upon full payment of the service fees. Translation Services are quoted separately. Please keep in mind that if you ship us original documents, they will be manipulated by the government officers, sometimes stapled to the apostille or certifications, folded, or stamped and signed by the notary, so they will not remain on its original state. Our services are subject to the content of the disclaimer that you can find by visiting this link: <http://www.apostilla.com/disclaimer>