

AUTHENTICATION SUBMITTAL FORM

Sender _____

Company _____

Address _____

_____ Zip _____

Email Address _____

Daytime Telephone Number _____

Select one: Apostille Certification

Foreign country in which document will be used _____

Number of Documents _____ x \$5.00 = \$ _____ Total Amount Due

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 _____

_____ Zip _____

Documents will **NOT** be returned to the sender unless one of the following is provided:

(Secretary of State's office is **NOT** responsible for documents lost with US postal service)

FEDEX or UPS will NOT be returned if address below is listed as the sender on Shipping Label.

- Self-addressed first class envelope with postage
- Self-addressed Priority or Express envelope with postage
- Prepaid courier service (FedEx, UPS, Airborne, DHL) with envelope & sender **cannot** be SOS office
- 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 8:30-4:30 Mon-Fri