



## Certification or Apostille / Authentication / Legalization Request Form

COUNTRY: \_\_\_\_\_ Number of Documents: \_\_\_\_\_  
DATE: \_\_\_\_\_ DATE OF TRAVEL: (NEEDED By) \_\_\_\_\_  
TRAVELER'S NAME \_\_\_\_\_ NATIONALITY \_\_\_\_\_ PHONE # \_\_\_\_\_  
DELIVERY ADDRESS \_\_\_\_\_  
TRAVELER'S COMPANY NAME (if applicable) \_\_\_\_\_ EXECUTIVE ASSISTANT \_\_\_\_\_  
E-mail \_\_\_\_\_ PHONE# \_\_\_\_\_  
Project # (if applicable) \_\_\_\_\_ COST # (if applicable) \_\_\_\_\_

### DISCLAIMER

Sam's Passport Inc., will not be held liable for any events beyond our control that will delay the issuance of the certificates due to the delay by any government office or overnight shipping delay by a third party. Sam's service fees and the applicable fees will not be refunded in the event that is delayed. Please keep in mind, when dealing with government office, processing time could take more than normal in some cases

Please sign here if you have fully read and accepted the terms of the disclaimer and are ready to process your visa application.

Applicant's Signature \_\_\_\_\_

**NOTE:** Please make sure you list the name of the country above where the document is going to be sent to since there are countries that belong to the Hague convention where we only need to do one step "obtain an apostille certificate", other countries will require all three steps .

Attention: for some U.S. States the document has to go the county before we can go the secretary of the State where the document is being issued or notarized.

### **1- Certification / Apostille:**

(By the Secretary of the State where the notary is registered or where the original document is issued)

#### Sam's Service Fee

- \$100.00 – Regular Service per Document 10 Working Days
- \$150.00 – Rush Service per Document 7 Working Days
- \$200.00 – Emergency per Document 5 Working Days

#### Certificate of Notary or Apostle

Pricing will depend on the secretary of the State where the document is notarized

POSTAGE – FedEx Overnight:  Priority Delivery \$30.00  First Overnight \$75.00



**2- Authentication: (issued by the US State Dept in Washington DC)**

**Sam's Service Fee**

**US STATE DEPT. Authentication Fee**

\$100.00 – Regular Service per Document 10 Working Days

\$15.00 per document (Money order fee included)

\$150.00 – Rush Service per Document 7 Working Days

\$200.00 – Emergency per Document 5 Working Days

POSTAGE – FedEx Overnight:  Priority Delivery \$30.00  First Overnight \$75.00

**3- Legalization: (Stamped by the Embassy or the consulate where the document is going to be sent)**

**Sam's Service Fee**

**Consular Authentication Fee by the Embassy**

\$100.00 – Regular Service per Document 10 Working Days pricing will depend on the Country where the document is going.

\$150.00 – Rush Service per Document 7 Working Days

\$200.00 – Emergency per Document 5 Working Days

POSTAGE – FedEx Overnight:  Priority Delivery \$30.00  First Overnight \$75.00

**RETURN POSTAGE – FedEx Overnight**

Priority Delivery \$30.00  First Overnight \$75.00  Saturday Delivery \$45.00  International Fedex \$100.00

***Total Payment = Total Certification Fees + Total Authentication Fees + Total Legalization Fees + Return Postage***

**METHOD OF PAYMENT**

TYPE OF CARD \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_

FULL Billing Address \_\_\_\_\_

CVV# \_\_\_\_\_ (The last three numbers on the back of card for most cards and the four digits on top of American Express Cards)

NAME ON CREDIT CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_ (OF CARD HOLDER)