



Certification or Apostille/Authentication/Legalization Request Form

COUNTRY _____ NUMBER OF DOCUMENTS _____
TODAY'S DATE _____ DATE (needed by) _____
APPLICANT NAME _____ PHONE# _____
DELIVERY ADDRESS _____
TRAVELER'S COMPANY NAME _____ ASSISTANT _____ PHONE# _____
E-MAIL _____ PROJECT# _____ COST# _____

DISCLAIMER

Sam's Passport Inc. will not be held liable for any events beyond our control that will delay the issuance of the certificates/legalizations due to the delay by any government office or overnight shipping by a third party. Sam's service fees and the applicable fees will not be refunded in the event of any delay. Please note, when dealing with a government entity, processing times can fluctuate at any time.

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

Applicant's Signature _____

NOTE: Please make sure to list the country above for which you need the legalization/Apostille. Some countries are part of the Hague Convention and may only require one step to complete the process. Most other countries will require three steps.

1- Certification/Apostille (By the Sec. of State where the notary is registered, or where the document was issued)

Sam's Service Fee

Certificate of Notary or Apostille

- \$150.00 - Regular Service per Document- 10 Working Days (Pricing and processing time will depend on the Secretary of the State where the document was notarized)
- \$200.00 - Rush Service per Document- 7 Working Days
- \$250.00- Emergency per Document- 5 Working Days

POSTAGE - FedEx Overnight to and from Sec. of State Priority Delivery \$45.00 First Overnight= \$100.00

2- Authentication (Issued by the US State Dept. in Washington D.C.)

Sam's Service Fee

US STATE DEPT. Authentication Fee

\$150.00 - Regular Service per Document 10 Working Days

\$20.00 per document

\$200.00 - Rush Service per Document 7 Working Days

\$250.00 - Emergency per Document 5 Working Days

POSTAGE - FedEx Overnight to and from Washington, DC.

Priority Delivery \$45.00 First Overnight \$ 100.00

3- Legalization (Stamped by the Embassy/Consulate)

Sam's Service Fee

Consular Authentication Fee

\$150.00 - Regular Service per Document- 10 Working Days

(Pricing will depend on the country where the document is going to be stamped.)

\$200.00 - Rush Service per Document-7 Working Days

\$250.00 - Emergency per Document-5 Working Days

POSTAGE - FedEx Overnight to and from Embassy or Consulate

Priority Delivery 45.00 First Overnight \$100.00

RETURN POSTAGE - FedEx Overnight back to applicant

Priority Delivery \$45.00

First Overnight = \$100.00

Saturday Delivery= \$75.00

Total Payment= Certification Fees + Authentication Fees + legalization Fees + Return Postage

METHOD OF PAYMENT

TYPE OF CARD _____ CARD # _____ EXP DATE _____

BILLING ADDRESS _____

CV# _____ (The last three numbers on the back of card. For AMEX, it is the four numbers on the front of the card)

NAME ON CREDIT CARD _____ .SIGNATURE _____

(OF CARD HOLDER)