

APPLICANT DETAILS

☐ Certification / Apostille	☐ Authentication (U.S. State Dept.)	☐ Legalization (Embassy / Consulate)
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	DATE
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Note: Please 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. Most other countries will require three steps.

1 Certification / Apostille

By the Secretary of State where the notary is registered, or where the document was issued.

Sam's service fee — Certificate of Notary or Apostille, per document. Check one:

☐ REGULAR \$150 10 working days	☐ RUSH \$200 7 working days	☐ EMERGENCY \$250 5 working days
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Pricing and processing time will depend on the Secretary of State where the document was notarized.

Postage — FedEx Overnight to and from Secretary of State	☐ Priority \$45	☐ First Overnight \$100
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2 Authentication

Issued by the U.S. Department of State in Washington, D.C.

Sam's service fee, per document. Check one:

REGULAR

\$150

10 working days

☐

RUSH

\$200

7 working days

☐

EMERGENCY

\$250

5 working days

☐

U.S. State Department authentication fee

\$20 per document

Postage — FedEx Overnight to and from Washington, D.C.

☐ Priority \$45

☐ First Overnight \$100

3 Legalization

Stamped by the embassy or consulate of the destination country.

Sam's service fee, per document. Check one:

REGULAR

\$150

10 working days

☐

RUSH

\$200

7 working days

☐

EMERGENCY

\$250

5 working days

☐

Consular authentication fee — pricing depends on the country where the document is stamped.

Varies

Postage — FedEx Overnight to and from embassy or consulate

☐ Priority \$45

☐ First Overnight \$100

Return postage — FedEx Overnight back to applicant

☐ Priority \$45

☐ First Overnight \$100

☐ Saturday \$75

TOTAL PAYMENT

Certification fees + authentication fees + legalization fees + return postage

METHOD OF PAYMENT

☐ Visa

☐ Mastercard

☐ American Express

☐ Discover

TYPE OF CARD

CARD #

EXP. DATE

BILLING ADDRESS

CV #

NAME ON CREDIT CARD

The last three numbers on the back of the card. For AMEX, it is the four numbers on the front of the card.

SIGNATURE OF CARD HOLDER

DATE