

# AUTHENTICATION SUBMITTAL FORM

Sender \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Select one: \_\_\_\_ Apostille (Hague Country) \_\_\_\_ Certification (Non-Hague Country)

Foreign country in which documents will be used \_\_\_\_\_

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

Payment Enclosed: Check \_\_\_\_\_ Money Order \_\_\_\_\_ Cash \_\_\_\_\_

Credit Card \_\_\_\_\_ (Please provide credit card information below)

*Make checks and money orders payable to the Secretary of State.*

Visa      Master Card      American Express      Discover Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Holder \_\_\_\_\_

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

\_\_\_\_\_ Zip \_\_\_\_\_

Documents will be returned to the sender address via U.S. Postal Service unless one of the following is enclosed:

- Self-addressed first class envelope with postage
- Self-addressed Priority or Express envelope with postage
- Prepaid courier service (FedEx, UPS, Airborne, DHL) envelope
- 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  
100 North Union Street, Suite 770  
Montgomery, Alabama 36130

Please allow five (5) business days for documents to be processed. Walk in service is available. No appointment is necessary.  
For additional information, please call (334) 242-5325.