



AUSTIN
PASSPORT EXPRESS

1107 RIO GRANDE AUSTIN, TEXAS 78701 PHONE: 512.479.0805

Apostille and Legalization Request Form

TODAY'S DATE _____ DATE OF TRAVEL _____ COUNTRY DOCS TO BE USED IN _____

CONTACT NAME _____ PHONE# _____ EMAIL _____

****NOTE:** If the country where you will be using the documents belongs to The Hague Convention, we only need to do one step, "obtain an apostille certificate"; other countries may require all 3 steps.

1) Apostille or Certificate of Notary from TX Secretary of State: 1 day processing if received by 1 p.m.

Austin Passport Express Fee

\$75 for the first document $\underline{\quad 1 \quad}$ (quantity) x \$75 = $\underline{\quad \$75 \quad}$

\$50 for each additional document $\underline{\quad \quad}$ (quantity) x \$50 = $\underline{\quad \quad}$

Texas Secretary of State Fee

\$15 per document $\underline{\quad \quad}$ (quantity) x \$15 = $\underline{\quad \quad}$

TOTAL: $\underline{\quad \quad}$

2) Authentication from the Department of State in Washington D.C.:

Austin Passport Express Fee

\$125 per document 7-10 Business Days $\underline{\quad \quad}$ (quantity) x \$125 = $\underline{\quad \quad}$

\$150 per document 5-7 Business Days $\underline{\quad \quad}$ (quantity) x \$150 = $\underline{\quad \quad}$

US State Department Authentication Fee

\$8.00 per document $\underline{\quad \quad}$ (quantity) x \$8 = $\underline{\quad \quad}$

TOTAL: $\underline{\quad \quad}$

3) Legalization at Consulate/Embassy: Processing time is determined by country

Austin Passport Express Fee

\$150 for most countries (per document) $\underline{\quad \quad}$ (quantity) x \$150 = $\underline{\quad \quad}$

Consular Legalization Fee

Pricing determined by country $\underline{\quad \quad}$ (quantity) x \$ $\underline{\quad \quad}$ = $\underline{\quad \quad}$

TOTAL: $\underline{\quad \quad}$

RETURN POSTAGE:

Priority Overnight = \$30 or First Overnight = \$75 or Saturday Delivery= \$50 **TOTAL:** $\underline{\quad \quad}$

(AUSTIN PASSPORT EXPRESS FEES + STATE/GOVERNMENT FEES + RETURN POSTAGE) **GRAND TOTAL =** $\underline{\quad \quad}$

RETURN DOCUMENTS TO:

NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

METHOD OF PAYMENT: CREDIT CARD TYPE _____ CHECK # _____

CARD# _____ EXP DATE _____

NAME ON CREDIT CARD/CHECK _____

SIGNATURE _____