

FOR OFFICE USE ONLY:

PAID NOT PAID

HARD COPY EMAIL

DATE SENT _____



AUSTIN
PASSPORT EXPRESS

1107 RIO GRANDE AUSTIN, TEXAS 78701 P: 512.479.0805

FOR OFFICE USE ONLY:

STATUS: _____

Apostille and Legalization Request Form

TODAY'S DATE _____ NEED BY _____ 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 1 (quantity) x \$75 = \$75

\$50 for each additional document ____ (quantity) x \$50 = _____

Texas Secretary of State Fee

\$15 per document ____ (quantity) x \$15 = _____

TOTAL: _____

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

Austin Passport Express Fee

\$125 per document 7-10 Business Days ____ (quantity) x \$125 = _____

\$150 per document 5-7 Business Days ____ (quantity) x \$150 = _____

US State Department Authentication Fee

\$8.00 per document ____ (quantity) x \$8 = _____

TOTAL: _____

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

Austin Passport Express Fee

\$150 for most countries (per document) ____ (quantity) x \$150 = _____

Consular Legalization Fee

Pricing determined by country ____ (quantity) x \$____ = _____

TOTAL: _____

RETURN POSTAGE:

Priority Overnight = \$30 or **First Overnight** = \$75 or **Saturday Delivery**= \$50 **TOTAL:** _____

International: Please provide address for a quote, price per location will vary.

(AUSTIN PASSPORT EXPRESS FEES + STATE/GOVERNMENT FEES + RETURN POSTAGE) **GRAND TOTAL =** _____

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 _____

Terms and conditions for using our services can be found at www.AustinPassport.com