

Mail Documents to:  
Austin Passport Express  
1107 Rio Grande  
Austin, TX 78701



Contact Information:  
info@AustinPassport.com  
T: 512.479.0805  
www.AustinPassport.com

<b>DATE:</b> _____	<b>RETURN SHIPPING INFORMATION:</b>
<b>CONTACT NAME:</b> _____	NAME: _____
<b>PHONE:</b> _____	ADDRESS: _____
<b>EMAIL:</b> _____	CITY: _____ STATE: _____ ZIP: _____
<b>COUNTRY DOC(S) TO BE USED IN:</b> _____	PHONE: _____

**NOTE:** If the country listed above is part of the HAGUE, we will ONLY need to do Step 1 and obtain an Apostille. All NON-HAGUE countries may require all 3 steps. Please contact us if you are unsure.

**1) Apostille or Certificate of Notary from TX Secretary of State** (Same day processing if received by 1pm CST)

**Austin Passport Express Fee**

\$75 for 1st document 1 # of Docs x \$75 = \$75

\$50 each additional document \_\_\_ # of Docs x \$50 = \_\_\_

**PLUS+**

**Texas Secretary of State Fee** (government fee per document) \_\_\_ # of Docs x \$15 = \_\_\_

**TOTAL:** \_\_\_

**2) Apostille or Authentication from U.S. Department of State (D.C)**

**Austin Passport Express Fee**

\$125 per document (7-10 business days) \_\_\_ # of Docs x \$125 = \_\_\_

\$150 per document (5-7 business days) \_\_\_ # of Docs x \$150 = \_\_\_

**PLUS+**

**U.S. State Department Fee** (government fee per document) \_\_\_ # of Docs x \$20 = \_\_\_

**TOTAL:** \_\_\_

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

**Austin Passport Express Fee**

\$150 per document \_\_\_ # of Docs x \$150 = \_\_\_

**PLUS+**

**Consular Legalization Fee** (government fee per document) \_\_\_ # of Docs x \$\_\_\_ = \_\_\_

Price determined by country **TOTAL:** \_\_\_

**4) Translation needed:**  YES, FROM \_\_\_\_\_ TO \_\_\_\_\_  NO \$0

LANGUAGE LANGUAGE

\* Most 1 page documents from English to Spanish such as birth/marriage certificates and background checks are \$75 .

\* If a sworn translator for Spain is required, these typically run \$150 for a 1 page document + apostille page.

\* Please contact us at info@austinpassport.com for all other languages and for multi-page documents.

**TOTAL:** \_\_\_

**5) Return Postage:**  Priority Overnight \$30  Saturday Delivery \$50  Provided my own label \$0 **TOTAL:** \_\_\_

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

**SUMMARY OF FEES:** (AUSTIN PASSPORT EXPRESS FEE + GOVERNMENT FEES + RETURN SHIPPING) **GRAND TOTAL:** \_\_\_

\*Terms and Conditions for using our services can be found at www.AustinPassport.com\*

**METHOD OF PAYMENT:**  CHECK # \_\_\_\_\_  CREDIT CARD

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_