

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



Contact Information:  
info@AustinPassport.com  
512.479.0805  
[www.AustinPassport.com](http://www.AustinPassport.com)

DATE: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
COUNTRY DOC(S) TO BE USED IN: \_\_\_\_\_

RETURN SHIPPING:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**\*\*\*YOU WILL ONLY NEED STEP #1 IF YOUR COUNTRY IS PART OF THE HAGUE \*\*\***

**ALL NON-HAGUE COUNTRIES MAY REQUIRE ALL 3 STEPS. PLEASE CONTACT US IF YOU ARE UNSURE.**

**STEP #1 Texas Secretary of State Apostille or Certificate of Notary (1-2 day processing)**

\$90 for 1<sup>st</sup> document (Includes Texas Secretary of State fee)  $\underline{\quad 1 \quad}$  # of Docs x \$90 = \$ 90  
\$65 each additional document (Includes Texas Secretary of State fee)  $\underline{\quad \quad}$  # of Docs x \$65 =  $\underline{\quad \quad}$

**California and New York** (2-3 week processing) \$195 per document  $\underline{\quad \quad}$  # of Docs x \$195 = \$  $\underline{\quad \quad}$

**All other states** (Process approx. 5-7 business days, varies by state) \$150 per document  $\underline{\quad \quad}$  # of Docs x \$150 = \$  $\underline{\quad \quad}$

**TOTAL =  $\underline{\quad \quad}$**

**\*\*\* FEDERALLY ISSUED DOCUMENTS AND NON-HAGUE COUNTRIES MAY REQUIRE STEP #2 \*\*\***

**STEP #2 Apostille or Authentication form US Department of State (D.C.)**

\$145 per document (current processing approximately 2-3 weeks due to COVID)  $\underline{\quad \quad}$  # of Docs x \$145 = \$  $\underline{\quad \quad}$   
(Price above includes US Department of State fee)

**TOTAL =  $\underline{\quad \quad}$**

**\*\*\* NON-HAGUE COUNTRIES WILL REQUIRE STEP #3 \*\*\***

**STEP #3 Legalization at Consulate or Embassy: (Processing time is determined by country)**

**Austin Passport Express Fee**

\$150 per document  $\underline{\quad \quad}$  # of Docs x \$150 = \$  $\underline{\quad \quad}$

**+PLUS**

**Consular or Embassy Legalization Fee** (Price per doc set by country)  $\underline{\quad \quad}$  # of Docs x \$  $\underline{\quad \quad}$  = \$  $\underline{\quad \quad}$

**TOTAL =  $\underline{\quad \quad}$**

**CERTIFIED TRANSLATION REQUEST:** FROM  $\underline{\quad \quad}$  TO  $\underline{\quad \quad}$   
LANGUAGE LANGUAGE

- One-page documents (Birth/Marriage/Death/Apostille Certificates): \$75  $\underline{\quad \quad}$  # of Docs x \$  $\underline{\quad \quad}$  = \$  $\underline{\quad \quad}$
- Approved sworn translations for Spain (includes 1 page + apostille page): \$195  $\underline{\quad \quad}$  # of Docs x \$  $\underline{\quad \quad}$  = \$  $\underline{\quad \quad}$
- Please contact us directly for a quote for multi-page documents.

Translate Document Only    Translate Document AND Apostille    Apostille the Translation   **TOTAL =  $\underline{\quad \quad}$**

**RETURN POSTAGE:**  Priority Overnight \$35    Saturday Delivery \$60    Provide my own label \$0   **TOTAL =  $\underline{\quad \quad}$**

**International Shipping Quote:** Please provide an address and local telephone number.

**SUMMARY OF FEES:** [Our fees, government fees, translation fees (if applicable), and shipping (if applicable)] **GRAND TOTAL =  $\underline{\quad \quad}$**

**METHOD OF PAYMENT:**  Credit Card    Check #  $\underline{\quad \quad}$

Card Number:  $\underline{\quad \quad}$  Exp. Date:  $\underline{\quad \quad}$  CVV Code:  $\underline{\quad \quad}$  Zip Code:  $\underline{\quad \quad}$

Name on Card:  $\underline{\quad \quad}$  Signature  $\underline{\quad \quad}$