



MICHELE REAGAN
Secretary of State

State of Arizona – Office of the Secretary of State Apostille/Certificate of Authentication Request

SEND BY MAIL TO:

Secretary of State Michele Reagan, Atten: Notary Division
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

OR return the request in person:

PHOENIX - State Capitol Executive Tower, 1700 W. Washington Street, 1st Fl., Room 103
TUCSON - Arizona State Complex, 400 W. Congress, 1st Fl., Suite 141
Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

DO NOT WRITE IN THIS SPACE

FOR OFFICE USE ONLY
SOSBSAP REV. 2/26/2015

PLEASE NOTE: The Secretary of State issues apostilles (certificates of notarization authenticity) on documents being sent to a foreign country and also authenticates public documents being sent to foreign countries. An apostille from the Arizona Secretary of State's Office certifies an ARIZONA NOTARY, STATE CLERK, JUDGE or other PUBLIC OFFICER whose oath is on file with the Secretary of State.

INSTRUCTIONS

When to use this form: Use this form to request an apostille or certificate of authentication under A.R.S. § 41-326.
When not to use this form: Do NOT use this form if the document for which you are seeking an apostille has been signed or notarized by a federal official. Direct your request to the United States Department of State at (202) 647-4000. Such documents might include those that have been signed by a federal official with the official seal of that agency, American Consular Officer, Military Notary (10 USC 1044a) or Foreign Consul.
Be Accurate: To avoid errors please write legibly or computer generate this request. This form has been designed to be filled out and printed online. Sign and date the request.
Website: All forms are available on the Secretary of State's Website, www.azsos.gov.

Types of documents authenticated: Government documents such as a birth certificate, death certificate, marriage record, corporation document, etc. must be a CERTIFIED COPY issued by that government office.
Filing Fee and Payment: \$3 PER DOCUMENT; Checks or money orders shall be made payable to the Secretary of State. Credit cards are not accepted. Cash accepted in-person only.
Submission: Include your payment and a self-addressed, postage paid envelope to avoid any delays or rejections. We are unable to process any requests with insufficient postage.
If you send your documents by mail and require expedited service you may want to use express mail and include a self-addressed, pre-paid express mail envelope for the return of the processed documents.
Processing: 5 days
Questions? Call (602) 542-6187; in-state/toll-free (800) 458-5842.

1. Type of document(s)
Type of Document
Type of Document
Type of Document
Type of Document

2. This/these documents are being certified for the country of:
Name of Country

3. Requestor Information:			
Requestor's First Name		Requestor's Last Name	
Address (include street, box or suite number)		City	State Zip Code
Phone Number (include area code) ()	Requestor's Signature		Date

4. Submission:			
Enclosed is a: <input type="checkbox"/> Pre-paid express mail envelope for the return of the processed document(s). <input type="checkbox"/> Self-addressed stamped envelope for the return of the processed document(s). Please remember the returned documents will include official certificates. It is recommended to include catalog 9 x 12 sized envelopes to return your documents.			
Number of Documents :	Number of Documents	X (Times) the cost per document \$3.00 =	TOTAL Processing Fee
Payment:	Enclosed is a: <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER to include the Total Processing Fee above.		