



**Ohio Secretary of State
Client Service Center**

180 East Broad Street, Suite 103
Columbus, Ohio 43215

(877) SOS-FILE | (877) 767-3453

www.sos.state.oh.us | ClientServiceCenter@sos.state.oh.us

Authentication Request Cover Letter

Date: _____

Name: _____

Address: _____

Daytime Telephone Number: _____

Country documents are prepared for:

Return address of document(s) if **DIFFERENT** from the above address:

Confirm this checklist prior to submitting your documents:

- Check or Money Order payable to Ohio Secretary of State \$5.00 per authentication
- Documents that require county certification have been county certified
- Name of the country of destination has been provided
- Enclosed prepaid overnight delivery label and/or self addressed stamped envelope for return of documents