



APOSTILLE OR EMBASSY LEGALIZATION SERVICES ORDER FORM

* Required fields

PERSONAL INFORMATION

Today's date:

* Your name:

Company:

* Phone number (country/area code/extension):

Email address:

ADDRESS TO SHIP YOUR COMPLETED DOCUMENTS BACK

* Name:

Company:

* Street address:

* City/State/Zip code:

* Country:

* Phone number (country/area code/extension):

DOCUMENTS TO APOSTILLE OR LEGALIZE

* Type of document(s) (and full name on the document, only if it's a vital record):

* Country document(s) will be used in:

* Number of apostilles or embassy legalizations required:

* Do you need us to process your documents as (please check one option):

Originals (that you are shipping to us along with this form)

Photocopies (that you are shipping, faxing or emailing to us)

FEES DEPENDING ON THE SERVICE REQUIRED * (check one option)

\$200 FLAT FEE FOR EACH APOSTILLE SERVICE

For use in member Countries of the Hague Convention.

Return courier within the US is included.

** An extra fee of \$90 USD applies to State of Nevada originated documents.*

\$500 FLAT FEE FOR EACH EMBASSY LEGALIZATION SERVICE

For use in non-member countries of the Hague Convention.

Return courier within the US is included.

** An extra \$600 USD applies to each corporate document for use in the United Arab Emirates.*

International courier and handling fees are not included (check one, if it applies)

- Courier fees are **\$40** extra for Canada, Mexico, the Caribbean, Central and South America.

- Courier fees are **\$75** extra for the rest of the world.

PAYMENT OPTIONS * (check one option)

Include a US Bank check or money order in payable to: "Documents International, LLC"

***Please clip or staple the check/money order to this order form.**

Credit card (we will ask you for your payment information by email or over the phone).

Bank transfer or deposit into our US account.

Bank transfer or deposit into our Mexican account.

PayPal, please send your payment to: paypal@apostilla.com

Upon our receipt of your documents, we will contact you for payment details; should you require a receipt or invoice, please let us know by email to: accounting@apostilla.com

HOW DID YOU LEARN ABOUT OUR COMPANY:

NEW SHIPPING ADDRESS

Please fill out this order form and send it to us along with your documents to the following address:

DOCUMENTS INTERNATIONAL, LLC
410 W NAKOMA ST
SAN ANTONIO, TX 78216
UNITES STATES OF AMERICA
TEL. 210-858-6972

QUESTIONS? CALL US OR EMAIL US:

US 1-866-299-4379

Outside the US +1-212-810-2124

service@apostilla.com

FOR NEW YORK CITY CLIENTS:

* **Manhattan only**

You may call us to:

(212)-810-2124

From 9am to 1pm EST

SO WE CAN PICK UP YOUR DOCUMENTS

FROM YOUR OFFICES OR YOUR HOME

Please note that Apostilled or Embassy Legalized documents will only be sent back upon full payment of the service fees.

Documents International, LLC assumes no responsibility for the contents of any documents sent to us for Apostille or Embassy Legalization.