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KANSAS SECRETARY OF STATE
Request for Document
Certification (Apostille/Authentication)

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
kssos@ks.gov
sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

Note: Document(s) needing certification must be enclosed. Certification requests are generally processed within 3-5 business days from the date they are received in our office. Requests for certification should be mailed to the Secretary of State at the address above.

1. Requestor information:

(Please provide the contact name, phone number, email address of the person requesting the certification, and the return address for the certified documents.)

(The return address will be used if any documents cannot be certified.)

Name		
Phone	Email	
Return Address		
City	State	Zip

**2. Name of court official:
Court documents only**

(i.e. Judge, Deputy Clerk, Court Clerk, etc.)

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3. Name of foreign country requesting certification:

Country

4. Payment information:

(Checks and money orders should be made payable to the Kansas Secretary of State. Do not send cash.)

(The fee for certification is \$7.50 for each mailed document.)

Credit Card Number	Expiration Date (MM/YY)	CCV
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5. Choose only one of the methods for returning the documents:

Option 1: I have enclosed a self-addressed pre-paid envelope.

or

I have enclosed a shipping label for domestic or international shipping.

Option 2: Return document(s) by FedEx to the physical address in the United States provided in section 1 and either charge the credit card above or use the FedEx account number provided below. **(Complete Section 6.)**

6. Option 2 only:

FedEx Standard Overnight FedEx 2Day

Address for FedEx shipping label:

(International shipping is not allowed for Option 2. A United States address must be provided in section 1.)

FedEx Account Number
