



Apostille Mail Request Cover Sheet

Complete and include this form with the three items below. Please type or print clearly.

1. A document signed by a California public official or an original notarized and/or certified document. A photocopy is not acceptable.
2. A check or money order payable to the Secretary of State in the amount of **\$20.00 per Apostille** requested. Checks or money orders must be completed in blue or black ink and include your complete address. Additional fees apply if the request is submitted in person.
3. A self-addressed envelope for the processed document to be returned. If you wish to use a mail tracking service, please provide pre-paid postage. If you do not provide pre-paid postage, our office will return your document via United States Postal Service regular mail.

Mail Submission to: Notary Public
1500 11th Street, 2nd Floor
Sacramento, CA 95814

IMPORTANT! If a **birth** or **death certificate** has the signature of a Health Officer or County Registrar (e.g. Local Registrar, Registrar of Vital Records), prior to presenting the document to our office for authentication, one of the following may be required:

- Have that birth or death certificate certified by the county clerk's office in the county in which it was issued; or
- Obtain a certified copy of that birth or death certificate from the county recorder or the State of California Department of Public Health.

Foreign Country Receiving the Document:

Cannot be United States of America or a United States territory (e.g., Puerto Rico).

Your Name:

Your Telephone Number:

Your Address:

Secretary of State Use Only	
Total Fee	\$
Transaction Number	
Initials	