Form #2103 Rev. 09/2024

Submit to:
SECRETARY OF STATE
Authentications Unit
P O Box 13550
Austin, TX 78711-3550
512-463-5705
Document Fee: $10 (up to $100 per child)

FOR USE IN PROCEEDINGS RELATING TO THE ADOPTION OF ONE OR MORE CHILDREN

ADOPTION PROCEEDINGS— REQUEST FOR OFFICIAL CERTIFICATE OR APOSTILLE

Requesting Family

Name: _____

Address: _____
Street *City* *State* *Zip*

Phone: _____ Email Address: _____

Have you made a prior authentication request for use in the same adoption proceedings?
☐ Yes ☐ No If YES, Customer ID Number: _____

Number of Children Adopting: _____ Name(s): _____

Consulate/Embassy/Country Where Document(s) Will Be Presented: _____

For Certified Records

Type of Record: _____

For Notarized Documents

Name of Notary: _____

Date Commission Expires: _____ Number of Certificates/Apostilles Requested: _____

Execution

I certify that the requested authentication(s) is(are) for use in adoption proceedings for one or more children.
Date: _____ _____
Signature of Requestor

Instructions

- *Fee.* The fee for an official certificate or apostille for use in a proceeding relating to the adoption of one or more children is *$10 per certificate or apostille up to $100 per child.* Fees may be paid by personal checks, money orders, or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. If paying by credit card, fees are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees, and Form 2101 must also be included.
- *Multiple Requests.* When requesting two or more certificates or apostilles, remit one payment for the total amount. You must complete a separate form for each public official or notary public.
- *Materials and Return of Documents.* The complete, original, certified record or notarized document to be authenticated must be submitted with this form. If the authentication request concerns a translation, the complete document includes both the notarized translation and the document being translated. *The document, fees, and form must be submitted with an appropriately sized self-addressed, postage pre-paid envelope for return of documents.*
- Delivery. Materials may be delivered by mail to P.O. Box 13550, Austin, Texas 78711-3550 or by overnight mail to the physical address: Secretary of State, Authentications Unit, 1019 Brazos St., Austin, TX 78701. Walk-in service is also accepted at the physical address Monday – Friday between the hours of 9:00 a.m. - 4:00 p.m.