



**STATE OF NEW MEXICO**

Secretary of State

325 Don Gaspar Ave., Suite 300

Santa Fe, New Mexico 87501

**APOSTILLE/AUTHENTICATION REQUEST FORM**

**\$3.00 Non-Refundable Application Fee**

***Instructions and Information***

Only one document per form may be submitted. Please complete a separate form for each apostille or authentication needed. All documents submitted for apostille or authentication must be originals or certified copies.

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***Document Information***

Country requesting document: \_\_\_\_\_

Document type: \_\_\_\_\_

***Requestor Information*** (all documents will be returned to this address, unless a prepaid addressed envelope or courier bill is provided)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ste/Apt./FL: \_\_\_\_\_

Attention: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Other contact phone: \_\_\_\_\_

Email address: \_\_\_\_\_

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***Acknowledgments***

Please make sure the documents you are submitting meet these requirements and acknowledge each of them below.

Documents that do not meet the requirements will be rejected and the filing fee is non-refundable.

The document I am requesting to be authenticated is an original or a certified copy. I understand that copies will be rejected.

If the document I am requesting to be authenticated is notarized by a New Mexico Notary Public, a New Mexico Automatic Notarial Officer, or a New Mexico Remote Online Notary and it includes signatures, dates, the Official Stamp of the Notarial Officer, and a notarial statement (*skip if the request is not for a notarized document*).

I understand that if I do not enclose an addressed and prepaid envelope or courier label with my submission, that the Secretary of State will return the authentication via standard mail to the address provided on this form. I understand that the SOS is not responsible for lost, delayed, or undelivered documents.

I understand a check or money order sent payment for this filing must be made payable to the New Mexico Secretary of State or NMSOS.

***Mail this form and the documents to:***  
**Secretary of State Business Services Division**  
**325 Don Gaspar Ave., Ste. 300**  
**Santa Fe, NM 87501**