



Apostille/Certification Request Form

The fee is \$15.00 per certificate issued. Make all checks or money orders payable to the Commonwealth of Pennsylvania.

Name of Requestor: _____

Address: _____

Phone Number: _____

Email Address: _____

Country for which documents are being prepared: _____

Number of documents to be certified: _____ x \$15 = _____

Payment made by: Check/money order number _____

Credit Card (accepted for walk-in service only)

Enclose a self-addressed, stamped envelope for return of the documents.

If you wish the documents to be returned by a courier service, you must enclose a pre-paid air bill with your order. **The Department does not accept FedEx or DHL for return shipment of documents.**

Authentication requests are processed as quickly as possible. However, processing time may vary dependent upon the volume of work and the resources available. Please submit documents as soon as possible to allow sufficient time for completion. Requests are processed in the date order they are received.

The Secretary of the Commonwealth may only authenticate documents signed by and containing the official seal of the following Pennsylvania public officials:

- * **State Elected or Appointed Officials**
- * **County Elected Officials**
- * **Judges and Magisterial District Judges**
- * **Pennsylvania Notaries Public**

Documents **MUST** be submitted with original signatures and official seals (no photocopies).

Do not remove the staple after your document has been authenticated.