



# APOSTILLE/CERTIFICATE OF AUTHENTICATION REQUEST FORM

Revised 09/26/2023

SUBMIT DOCUMENT TO APOSTILLE/AUTHENTICATE, REQUEST FORM AND FEE

**Mail to:** Secretary of State  
Notary and Apostille Division  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

**Telephone:** 208-334-2301

Country document(s) will be used in:	Number of Documents
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Requester Information: First and Last Name	Phone
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Address

Address	City	State	Zip
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Mailing Address to return documents if different from Requester (We **cannot** mail documents out of the country):

First and Last Name

Address

Address	City	State	Zip
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Method of Payment:  
Required \$10 fee per document

- Check – Make payable to ‘Idaho Secretary of State’
- Credit Card – Please enter your email OR phone number (must be able to receive text) below.  
Once we receive your application, we will send you a link for you to enter your credit card information and submit back to us.

Method of Delivery:

- Pick up in person
- USPS First Class Mail
- For all overnight/express service delivery or delivery out of the country a **Prepaid airbill must be provided.**

Tracking#: \_\_\_\_\_

Email:

Phone:

Note: In accordance with the contract between the State of Idaho, and our service provider Access Idaho, a \$1 non-refundable fee is added to each credit card transaction. The Secretary of State's office does not keep any part of this fee.