SANTA BARBARA USA APOSTILLES

Authentication /Apostille Request Form

7W. Figueroa St, Suites 200 & 300 Santa Barbara, CA 93101
888-625-8585 www.santabarbara.unitedstatesapostilles.com

Office use only

Acknowledgement of Document Delivery

Date: _____ Time: _____

Name: _____ Initial: _____

AUTHENTICATION / APOSTILLE REQUEST

Name: _____

Address: _____

City: _____ State: _____

Phone: _____ Email: _____

Country in which the document will be used - (Example: China, Mexico, or Spain): _____

Delivery Method:

☐ FedEx (US) $45.00

☐ International FedEx ($107 Mexico, $125 Western Europe, $160 China/S. Korea, $170 S. America)

Fees* (Per Document)

☐ Birth Certificate: $350 ☐ Marriage Certification: $350 ☐ Death Certificate: $350

☐ Divorce Decree: $350 ☐ PoWer of Attorney: $350 ☐ Notarized Documents: $350

☐ Transcripts, Diplomas: $350 ☐ Translations: $145 ☐ Notary Signature(s): $26

Signature _____ Date _____

(Your signature indicates you have read, understood and agree to all the terms and conditions of services)

Make Cashier Check or Money Order Payable to UNITED STATES APOSTILLES and mail to:

United States Apostilles (Santa Barbara)
7W. Figueroa St, Suites 200 & 300
Santa Barbara, CA 93101

Card Number: _____ Expiration Date: / CSC: _____

Name on Card: _____ MM / YY

Billing Address: _____ City: _____

State: _____ Zip: _____

Contact Number: _____ Email: _____

Total: $ _____

By signing below, I, the authorized cardholder, agree and authorize Downtown LA Apostilles LLC dba UNITED STATES APOSTILLES to charge my credit card for the amount indicated in the field "Total Amount to be Charged" for the services to be provided. A 9% credit card processing fee will be added. I also acknowledge and accept that in the event of cancellation of the services, a fee equivalent to 25% of the total amount or $95 USD, whichever is greater, will apply.

Cardholder Signature: _____

INSTRUCTIONS FOR FILLING OUT THE FORM

1. Please make sure that the documents you are submitting are originals, especially civil records such as: birth, marriage, death or court records. If you are not sure if your document is original, you can send us a photo of your document by text to **(213) 245-6580 / (213) 290-7133.**

2. In the contact information, please write your name, not the name of the person appearing on the document.

3. Please indicate the country in which your document will be used.

4. Select the required delivery method, either pick up the document or one of the other available delivery options.

5. Select the services you require.

6. Sign and date.

7. The authorized methods of payment are: check, money order and credit or debit card. If you are paying by credit or debit card, please note that there is an additional 9% fee that must be added to the total. Please enter your credit card information on the form.

If you have any questions or need assistance, please contact us at the phone number listed on the form.

INSTRUCCIONES PARA RELLENAR EL FORMULARIO

1. Por favor, asegúrese de que los documentos que presenta son originales, especialmente los registros civiles como: nacimiento, matrimonio, defunción o registros judiciales. Si no está seguro de que su documento es original, puede enviarnos una foto de su documento por texto al **(213) 245-6580 / (213) 290-7133.**

2. En la información de contacto, escriba su nombre, no el nombre de la persona que aparece en el documento.

3. Indique el país en el que se utilizará su documento.

4. Seleccione el método de entrega requerido, ya sea levantar el documento o una de las otras opciones de envío disponibles.

5. Seleccione los servicios que necesita.

6. Firme y escriba la fecha.

7. Las formas de pago autorizadas son: cheque, giro postal y tarjeta de crédito o débito. Si paga con tarjeta de crédito o débito, tenga en cuenta que hay una tasa adicional del 9% que debe añadirse al total. Introduzca los datos de su tarjeta de crédito en el formulario.

Si tiene alguna pregunta o necesita ayuda, póngase en contacto con nosotros al número de teléfono que aparece en el formulario.