

**REQUEST FOR OFFICIAL
CERTIFICATE OR APOSTILLE**

Not for use for adoption requests



*For Texas Secretary of State use
only. Please leave blank.*

Provide the requested information below to process your Apostille or Certificate request. Please note apostille requests for corporate records must be sent to the Business & Corporations Filings section.

Section 1: Submitter Information:

Name: _____

Mailing Address:

Street

City

State

Zip Code

Phone: _____ Email Address: _____

Section 2: Request Information (Required)

1. Name of **Embassy** or **Country** (where documents will be presented outside of the United States):

2. Total Number of Documents: _____ X \$15.00 = _____ Total Amount Due

Section 3: Method of Payment (Required)

Check or Money Order # _____ Payable to the "Texas Secretary of State"
Retain a copy of your check for reference.

Client Account # _____ Visit our [Modernization](#) webpage to create/fund a client account

Section 4: Document Return Method (*Tracking is highly suggested*)

Self-Addressed Stamped Envelope

Self-Addressed Prepaid US Postal Priority or Express Envelope

Self-Addressed Prepaid carrier label (FedEx or UPS). **No handwritten air bills are accepted.**
Retain tracking number information to track the return envelope.

Mailing Address

Office of the Secretary of State
Authentications Unit
PO Box 13550
Austin, TX 78711-3550

Physical Address (Overnight Mail and Walk-In)

Office of the Secretary of State
Authentications Unit
1019 Brazos St
Austin, TX 78701

**Payment is not accepted via
telephone.**

Walk-in Service

Monday – Friday 9:00 AM to 4:00 PM
(512) 463-5705