



## Apostille Mail Request Cover Sheet

Complete and include this form with the three items below. Please type or print legibly.

1. A document signed by a California public official or an original notarized and/or certified document. A photocopy is not acceptable.
2. A check or money order payable to Secretary of State in the amount of **\$20.00 per Apostille** requested. Additional fees apply if the request is submitted in person.
3. A self-addressed envelope for the processed document to be returned. If you wish to use a mail tracking service, please provide pre-paid postage. If you do not provide pre-paid postage, our office will return your document via United States Postal Service regular mail.

Mail submission to: Notary Public  
 1500 11<sup>th</sup> Street, 2<sup>nd</sup> Floor  
 Sacramento, CA 95814

Note: If a **birth** or **death certificate** has the signature of a Health Officer or County Registrar (e.g. Local Registrar, Registrar of Vital Records), prior to presenting the document to our office for authentication, one of the following will be required:

- Have that birth or death certificate certified by the county clerk's office in the county in which it was issued; or
- Obtain a certified copy of that birth or death certificate from the county recorder or State of California Department of Public Health.

**Country in Which the Document Will Be Used:**

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**Your Name:**

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**Your Address:**

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**Your Telephone Number:**

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Secretary of State Use Only	
Total Fee	\$
Transaction Number	
Initials	