



State of Arizona – Office of the Secretary of State
Apostille/Certificate of Authentication Request

DO NOT WRITE IN THIS SPACE

MICHELE REAGAN Secretary of State

SEND BY MAIL TO:

Secretary of State Michele Reagan, Atten: Notary Division
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

OR return the request in person:

PHOENIX - State Capitol Executive Tower, 1700 W. Washington Street, 2nd Fl., Ste. 220
TUCSON - Arizona State Complex, 400 W. Congress, 1st Fl., Suite 141
Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

FOR OFFICE USE ONLY
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PLEASE NOTE: The Secretary of State issues apostilles (certificates of notarization authenticity) on documents being sent to a foreign country and also authenticates public documents being sent to foreign countries. An apostille from the Arizona Secretary of State's Office certifies an ARIZONA NOTARY, STATE CLERK, JUDGE or other PUBLIC OFFICER whose oath is on file with the Secretary of State.

INSTRUCTIONS

When to use this form: Use this form to request an apostille or certificate of authentication under A.R.S. § 41-326.
When not to use this form: Do NOT use this form if the document for which you are seeking an apostille has been signed or notarized by a federal official.
Be Accurate: To avoid errors please write legibly or computer generate this request.
Website: All forms are available on the Secretary of State's Website, www.azsos.gov.

Types of documents authenticated: Government documents such as a birth certificate, death certificate, marriage record, corporation document, etc. must be a CERTIFIED COPY issued by that government office.
Filing Fee and Payment: \$3 PER DOCUMENT; Checks or money orders shall be made payable to the Secretary of State.
Submission: Include your payment and a self-addressed, postage paid envelope to avoid any delays or rejections.
Processing: 10 Business Days
Questions? Call (602) 542-6187; in-state/toll-free (800) 458-5842.

1. Type of document(s)
Type of Document
Type of Document
Type of Document
Type of Document

2. Foreign Country in which document(s) will be used
Name of Foreign Country (Cannot be United States)

3. Requestor Information:
Requestor's First Name, Requestor's Last Name, Email Address, Address, City, State, Zip Code, Phone Number, Requestor's Signature, Date

4. Submission:
Enclosed is a: [ ] Pre-paid express mail envelope... [ ] Self-addressed stamped envelope...
Number of Documents: Number of Documents X (Times) the cost per document \$3.00 = TOTAL Processing Fee
Payment: Enclosed is a: [ ] CHECK [ ] MONEY ORDER to include the Total Processing Fee above.