



**Secretary of State  
Business Programs Division**

Notary Public, P.O. Box 942877, Sacramento, CA 94277-0001

**Apostille Request Cover Sheet (Sacramento)**

Complete and include this form with your document(s). Please type or print clearly.

**1. Foreign Country Receiving the Document**

Cannot be United States of America or a United States territory (e.g., Puerto Rico).

**2. Date of Secretary of State Visit**

**3. Your Name**

Provide the first and last name of the person presenting the document(s) for authentication. Only one person needs to be present. This person does not need to be named in the document.

**4. Your Address**

**5. Your Cell Phone Number**

**Fees**

Apostille..... \$20 each

Special Handling Fee \*.....\$6 per signature

\* A \$6 special handling fee applies to each different public official's signature to be authenticated.

If paying by check or money order:

- Use blue or black ink
- Include your complete address
- Make payable to Secretary of State

**For Secretary of State Use Only**

Apostille \_\_\_\_\_ @ \$20 ..... \$ \_\_\_\_\_

Special Handling \_\_\_\_\_ @ \$6 ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

☐ Credit Card ☐ Check/Money Order ☐ Cash

Ticket Number:

Transaction Number:

Initials: