

**REQUEST FOR OFFICIAL
CERTIFICATE OR
APOSTILLE**



***NOT FOR USE IN
PROCEEDINGS RELATING
TO THE ADOPTION OF
ONE OR MORE CHILDREN***

Please submit this request form with the documents, the payment and the return envelope.

Contact Information:

Name: _____

Mailing Address: _____

Street

_____ *City*

_____ *State*

_____ *Zip Code*

Phone: _____

Email Address: _____

Required:

Destination of Documents – Write name of Embassy or Country: _____

Number of Documents to be authenticated: _____ X \$15.00 = _____ Total Due

Payment Information:

Check or Money Order payable to Texas Secretary of State

Credit Card/Debit Card-Form 2101 must be included.

Document Return Method:

Self-Addressed Stamped Envelope

Self-Addressed Prepaid US Postal Priority or Express

Self-Addressed Prepaid carrier label. No handwritten airbills accepted. (FedEx, UPS, Lonestar or DHL)

Mailing Address:

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

Physical Address:

Office of the Secretary of State
Authentications Unit
1019 Brazos St
Austin, TX 78701
(512) 463-5705

Walk in service is accepted at the physical address Monday – Friday 8:00 am to 4:30 pm.