

**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

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