

Florida Apostille Order Form 1-800-953-3971 Florida@libertyapostille.com

Your Information (Please print clearly):

Your Name:		Company Name (Optional):		
Your Phone Number:	Your Email A	Your Email Address:		
Your Return Address (No US P.O.	Box):			
City:	State:	Zip:	Country:	
Return Address (If different tha	n above):			
Name:	Comp	any Name (Optional): _		
Phone Number:	Email Addres	s:		
Return Address (No US P.O. Box):			
City:	State:	Zip:	Country:	
→ What	country is requesting your do	ocuments?		
→ Which	service are you requesting?	Circle One: Basic	Plus Premier	

→ Which service are you requesting? Circle One: Basic Plus Premier (Please contact us for the most up-to-date estimated processing time and availability)

BASIC 12-15 Business Days! \$255 apostille	PLUS 7-10 Business Days! pergut \$375 apostille	PREMIER 3-5 Business Days! \$495 apostille
\$125 for each additional.	\$145 for each additional	\$295 for each additional
■ 12-15 Business Days*	* 7-10 Business Days*	* 3-5 Business Days*
State Issued Apostille	* State Issued Apostille	* State Issued Apostille
■ Incl. FedEx/UPS Ground	* Incl. FedEx/UPS 2-Day	# Incl. FedEx Overnight
Delivered in 3-5 Days*	Delivered in 2 Days*	* Delivered in 1 Day*
Includes All State Fees	* Includes All State Fees	# Includes All State Fees
International Shipping**	* International Shipping**	* International Shipping**
* Translation Services***	* Translation Services***	* Translation Services***
* Next-Day Support	* Same-Day Support	* Immediate Support
Available	Contact Us for Availability	Contact Us for Availability

* The processing time and FedEx return shipping are estimated. ** FedEx/UPS international priority shipping fee is \$100 to most countries.

*** Translation services costs extra.

Mail your documents including this <u>Order Form</u> and <u>Payment Form</u> to:

Apostille, Inc. 4100 W. Alameda Ave., Suite 300 Burbank, CA 91505



Florida Apostille Payment Form 1-800-953-3971 Florida@libertyapostille.com

Your Credit Card Information (Must match name and address on order form):

Name on Card:	
Card Number:	0123(456) 3-digit CVV code
Expiration Date (Month/Year):	VISA DISCOVER
3 or 4 Digit CVV code (See Example): Billing Zip Code*:	AMERICAN EXPRESS
Cardholder Signature:	
*Please provide the correct Billing Zip Code of the card. If your credit card is issued in another	9012 4-digit CVV code
country, please disregard the billing zip code information request. We will contact you if your	45070
credit card is declined. You agree to pay the total amount due according to your card issuer	
agreement. Charge(s) will appear as Apostille, Inc or Apostille on your credit card statement.	
Prefer to pay by check? Please make check payable to Cashier's check, and personal/business checks from Chase CATALLIFE DEC CICL ATTRICTION	
Please Check all that Apply:	
\square Yes, I have written the destination country on the order form. I have also circled α	one of the services: Basic Plus Premier
\square Yes, I have <u>paid online</u> and have attached the paid receipt, or I'll complete the cree	dit card information above.
\square Yes, I need international shipping (FedEx/UPS international priority shipping fee is	\$100 to most countries).
\square Yes, I need my documents translated by a certified translator (Complete the transl	ation request form).
\square Yes, my documents require U.S. Dept of State authentication (U.S. Federal docume	ents & non-Hague apostille countries only).
\square Yes, my documents require Embassy or Consulate legalization services (Non-Hague	e apostille countries only).
Additional Information:	

<u>Processing Time:</u> The processing time is a good faith estimate and may change depending on the volume of work received at our offices and the resources available at the Secretary of State's office. Please do not book any appointments or make any reservations until your documents are complete and delivered back to your return address. Orders over \$500 will require a signature upon delivery. Please expect additional delays during the summer season (June - September) and during the Holiday season (November - January). FedEx interoffice shipping fee is \$45. By sending in your documents, you accept the <u>Terms and Conditions</u> listed on our website. Documents requiring County Clerk authentication are

assessed \$175 for the first document and \$115 for each additional.

Notarized Documents: Documents improperly notarized and returned by the State or County are immediately assessed a \$125 non-refundable fee. If your documents require notarization, please be sure to find an experienced notary public with a minimum of 5 years of service. In addition to the notary's stamp and signature, the notary must also include proper notarial wording. The notary can reference their notary handbook provided by the state for detailed instructions. If the notary makes a mistake, your documents will be rejected, and you will have to start over costing you time and money.

<u>Volume Discount Fee</u>: Our volume discount fee for each apostille applies to 15+ documents mailed in at the same time, for the same country, and originating from the same state. Certain restrictions apply. Please contact us for details.

Mail your documents including this Payment Form and Order Form to:

Apostille, Inc. 4100 W. Alameda Ave., Suite 300 Burbank, CA 91505



Translation Request Form 1-800-953-3971 support@libertyapostille.com

Do you need your documents translated by a <u>Certified Translator</u>?

Albanian	Estonian	Kannada	Romanian
Amharic	Farsi	Korean	Russian
Arabic	Finnish	Latin	Serbian
Bengali	French	Latvian	Slovak
Bosnian	French (Canadian)	Lithuanian	Slovenian
Bulgarian	Georgian	Macedonian	Somali
Burmese	German	Malay	Spanish
Catalan	Greek	Maltese	Swedish
Chinese (Simplified)	Gujarati	Marathi	Tagalog
Chinese (Traditional)	Hebrew	Nepali	Tajik
Creole	Hindi	Norwegian	Thai
Croatian	Hungarian	Persian	Turkish
Czech	Indonesian	Polish	Ukrainian
Danish	Irish	Portuguese (Brazil)	Urdu
Dutch	Italian	Portuguese (Portugal)	Uzbek
	Japanese	Punjabi	Vietnamese

Please translate my documents from English into the following language:	
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☑ Yes, I have counted the words on my documents and understand the cost of the translation service.

☑ Yes, I understand that the state apostille will also be translated. The cost is \$95.

Your Name:	Company Name (Optional):
Phone Number:	Email Address (Print Clearly):

Processing time:

1-3 business days (Excluding Saturday, Sunday, & Major Holidays). If translating your documents takes longer than three business days, we will contact you with an update. Your documents will be submitted for translation once we have authenticated your original documents through the County (if required), State, and/or U.S. Federal Government office. We will then ship your original authenticated documents back to you by FedEx or UPS before we submit them to be translated. Once your translation has been completed, it will be emailed to you.

Cost for Translation Service:

The cost is \$95 for up to 250 words or less, one-sided, and on a standard 8.5" x 11" dimension page or smaller. Each page is counted individually, and it is not based on a cumulative total. Any excess over 250 words per page (one-sided), will be billed an additional \$95 per 250 words per page one-sided. The cost for the translation service will be billed separately from the apostille or document certification service. You will see more than one charge on your credit card statement.

Important Disclaimer:

Our translators are not international lawyers or representatives of other countries. They do not know the laws of other countries or the specific requirements of the Embassy or Consulate offices. The translator's responsibility is to only translate your documents from English into the language you choose above. The translation will not be notarized nor will it be printed on any special paper. The translation itself will not be apostilled. Difficult to read documents cannot be translated. Once the translation is complete, it will be emailed to you. The cover letter of the translation will be written in English. The translation will not delay the processing of your original documents as they will be shipped back to you by FedEx or UPS once done. We can only translate documents that we apostille or legalize. There are no refunds for the translation service, but we will quickly fix any errors that are found.