



## West Virginia Apostille Order Form

1-800-850-3441 or 1-646-859-7889

WestVirginia@apostilleservices.com

### Your Information (Please print clearly):

Your Name: \_\_\_\_\_ Company Name (Optional): \_\_\_\_\_

Your Phone Number: \_\_\_\_\_ Your Email Address: \_\_\_\_\_

Your Return Address (No US P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

### Return Address (If different than above):

Name: \_\_\_\_\_ Company Name (Optional): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Return Address (No US P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

➔ What country is requesting your documents?

➔ What service are you requesting? Circle One:  Basic  Plus  Premier

<b>BASIC</b> 7-9 Business Days!	<b>PLUS</b> 5-7 Business Days!	<b>PREMIER</b> 3-5 Business Days!
<b>\$155</b> apostille	<b>\$175</b> apostille	<b>\$195</b> apostille
\$75 for each additional.	\$85 for each additional	\$95 for each additional
<ul style="list-style-type: none"><li>* 7-9 Business Days*</li><li>* Incl. FedEx Express Saver</li><li>* Delivered in 3 Days*</li><li>* Incl. All State Fees</li><li>* International Shipping**</li><li>* Translation Services***</li></ul>	<ul style="list-style-type: none"><li>* 5-7 Business Days*</li><li>* Incl. FedEx 2-Day</li><li>* Delivered in 2 Days*</li><li>* Incl. All State Fees</li><li>* International Shipping**</li><li>* Translation Services***</li></ul>	<ul style="list-style-type: none"><li>* 3-5 Business Days*</li><li>* Incl. FedEx Overnight</li><li>* Delivered by 10:30AM*</li><li>* Incl. All State Fees</li><li>* International Shipping**</li><li>* Translation Services***</li></ul>

\* The processing time and FedEx return shipping are estimated.

\*\* FedEx/UPS international priority shipping fee is \$100.

\*\*\* Translation services costs extra.

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

USA Apostille, Inc.

Attn: Richard Johnston

1325 Avenue of the Americas, 28<sup>th</sup> Floor

New York, NY 10019

**Your Credit Card Information (Please print clearly):**

Name on Card: \_\_\_\_\_

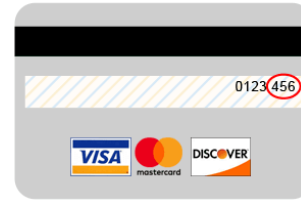
Card Number: \_\_\_\_\_

Expiration Date (Month/Year): \_\_\_\_\_

3 or 4 Digit CVV code (See Example): \_\_\_\_\_ Billing Zip Code\*: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

\*Please provide the correct Billing Zip Code of the card. If your credit card is issued in another country, please disregard the Billing Zip Code information request. You agree to pay the total amount due according to your card issuer agreement. Charge will appear as **USA Apostille, Inc.** on your credit card statement.



3-digit CVV code



4-digit CVV code



**Prefer to pay by check? Please make check payable to Richard Johnston. We accept Money orders, Cashier's check, and personal/business checks from Chase Bank, Bank of America, and Wells Fargo.**

**Please Check all that Apply:**

- Yes, I have written the destination country and have circled the service requested on the order form.
- Yes, I have paid online and will attach the paid receipt to the order form.
- Yes, I need international shipping\*\* (FedEx/UPS international priority shipping).
- Yes, I need my documents translated and will complete the translation request form.
- Yes, my documents require Washington, D.C. – U.S. Department of State authentication.
- Yes, my documents require Embassy or Consulate legalization (Non-Hague Apostille Countries Only).

**Additional Information:**

The estimated processing time is listed on the order form and on our schedule of state and federal fees form. Please note that 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 offices. The number of business days does not take into consideration the FedEx/UPS shipping to and from the State and the FedEx/UPS shipping back to your return address. We recommend that you 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 delays during the last three weeks of December and the first week of January (Holiday Season). Documents requiring County, Court, or Health Department authentication are assessed a \$125 fee for the first document and \$75 for each additional. FedEx/UPS interoffice shipping fee is \$35. Please review the terms and conditions on our website.

Note: Documents improperly notarized and returned by the State are 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 on the documents. If the notary makes a mistake, your documents will be rejected by the State and you will have to start over costing you time and money. \*\*FedEx/UPS international priority shipping fee is \$100.

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

**USA Apostille, Inc.  
Attn: Richard Johnston  
1325 Avenue of the Americas, 28<sup>th</sup> Floor  
New York, NY 10019**



Translation Request Form  
1-800-850-3441  
support@apostilleservices.com

**Do you need your documents translated by a Certified Translator?**

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 document(s) from English into the following language:

- Yes, I have counted the words on my document(s) and understand the cost for the translation service (see below).
- Yes, I understand that the State apostille and/or the certificates attached will also be translated. The cost for each 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 for translation. 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 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. There are no refunds for the translation service, but we will quickly fix any errors that are found.