

# APOSTILLES & AUTHENTICATIONS

## REQUEST FORM

ABOVE SPACE FOR OFFICE USE ONLY

### COVID-19 ALERT

The Secretary of State's Office has suspended all in-person services until further notice in an effort to protect employees and customers from the spread of COVID-19. Please do not come to our office location. Our staff is working remotely to assist you. We apologize for any inconvenience this change in operation may cause.

### 1. DOCUMENTS

Refer to our website ([sos.state.co.us](https://sos.state.co.us)) for any questions about this form.

I need to send document(s) to the country of:

Country:

*Apostilles/authentications cannot be issued for the United States and U.S. territories: American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands*

### 2. FEES

**Fee is \$5 per authentication/apostille.** No cash accepted. We only accept checks or money orders. Make checks and money orders payable to: Colorado Secretary of State

Total number of authentications requested:

x \$5 = Payment Amount Enclosed

Payment Amount Enclosed: \$

### 3. PREPAID ACCOUNTS ONLY

CO SOS Prepaid Account #:

Job #:

### 4. CONTACT INFORMATION

Name:

Phone:

Email:

### 5. MAIL COMPLETED DOCUMENTS TO

Name:

Address:

City:

State:

Zip:

If you would like us to send back your document(s) using FedEx or UPS, a prepaid label must be included. Do not include our office name and/or address as the return address, or your document will be processed and returned by standard mail.

Tracking Number (Optional):

### 6. CUSTOMER CHECKLIST

- Completed Apostilles and Authentications Request Form       Fee of \$5 per authentication/apostille
- Documents needing authentication/apostille       Prepaid addressed envelope (optional)