

APOSTILLE CLIENT INTAKE FORM

CLIENT INFORMATION:

DATE: _____

Full Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Country of Destination:		

DOCUMENT DETAILS:

What type of document(s) do you need apostilled?		
Which state(s) do your document(s) originate from?		
Are your documents original (issued by the official agency)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are your documents certified copies (issued and stamped/signed by the official agency)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have the documents already been notarized? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, do they require notarization? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PROCESSING NEEDS:

When is the document target date?		
Do your documents require translation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, to which language?
Do you want us to mail these documents to the country of destination for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what is the shipping address?		

SPECIAL REQUESTS & NOTES:

Special requests:

Notes:

FEE AGREEMENT:

ITEM DESCRIPTION	AMOUNT
	\$
	\$
	\$
	\$
Subtotal	\$
Tax Rate	\$
Total Cost	\$

TRACKING & LEGAL DISCLAIMER:

Tracking Number:

Acknowledgment & Terms:

By signing, I confirm the documents provided are genuine original/certified copies and accurate to my knowledge. I understand the service role is solely to process these documents in a timely manner. I acknowledge that delays from government or third-party carriers, which may incur extra costs, are not the responsibility of this service. Prices may change without notice due to market conditions. Documents shipped on my behalf are not the responsibility of this service once out of their purview. This service will provide a tracking number from a reputable carrier to monitor my package's status.

CLIENT SIGNATURE AND DATE:

CLIENT SIGNATURE (DROP-OFF): _____ DATE: _____

CLIENT SIGNATURE (PICK-UP): _____ DATE: _____