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KANSAS SECRETARY OF STATE
Request for Document
Certification (Apostille/Authentication)

Memorial Hall, 1st Floor (785) 296-4564
120 S.W. 10th Avenue notary@ks.gov
Topeka, KS 66612-1594 www.sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

Note: Document(s) needing certification must be enclosed. Certification requests are generally processed within 3-5 business days from the date they are received in our office. Requests for certification should be mailed to the Secretary of State at the address above.

1. Name of requestor:

2. Document type:
(E.G. Birth Certificate, Power of Attorney, High School Diploma, etc.)

3. Name of foreign country requesting certification:

4. Contact phone number:

5. Contact email:

6. Payment information: (The fee for certification is \$7.50 for each document that is sent in.)
(Checks and money orders should be made payable to the Kansas Secretary of State.)

<input type="text" value="Credit Card Number"/>	<input type="text" value="Expiration Date (MM/YYYY)"/>	<input type="text" value="Billing Zip Code"/>
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- 7. Method of return of certified documents:**
- I have enclosed a self-addressed pre-paid envelope.
 - Please charge the above credit card and return the documents to me by:
 - FedEx First Overnight FedEx Standard Overnight
 - FedEx 2Day FedEx International Priority UPS (United States only)

FedEx account number: **UPS account number:**

Return address for FedEx or UPS delivery:

<input type="text" value="Name"/>			
<input type="text" value="Address"/>			
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip"/>	<input type="text" value="Country"/>