

AUTHENTICATION & APOSTILLE PRICING & ORDER FORM

Personal (Your) Information – Print clearly or Type within this E-form

Name _____ Email _____
Address _____ City/State _____ Zip _____
Telephone (best # to reach you) _____ Fax _____

IMPORTANT For Which Foreign Country is Your Document Being Legalized? _____

Where do you want the document(s) mailed? If Name & Address Same as above, click or check box

Organization/Company _____
Name of Contact _____ Phone _____
Address _____ City _____
Region/State _____ Postal Code _____ Country _____

****Document Pricing Does Not Include Consulate/Embassy Processing Fees, if Required****

A. Determine Which Document Service You Would Like and Check The Box

2-Day Rush Guarantee Service

- For Documents received by 10:30a.m. we Guarantee the document will ship within *2 Business days or your money back
- Includes complementary pickup of your documents in San Francisco, South San Francisco and Brisbane.
- Return shipping via FedEx Next Day service in all 50 United States

First Document \$160.00
Additional Documents \$80.00

5-Day Economy Expedited Service

- Average processing time is * 4 to 5 days
- Guaranteed to ship within 5 Business days or your money back
- Return shipment via FedEx Ground or USPS Priority Mail with tracking

First Document \$125.00
Additional Documents \$80.00

Check the Box with the service you want 2-Day Rush Guarantee Service OR 5-Day Economy Expedited Service
of Additional Documents _____ Additional Documents Total \$ _____

B. International Mailing Options – Call for a quote, delivery times will vary by country.

Name of country _____ : Quoted Cost \$ _____

Make check or Money Order to “Advanced Mobile Notary” Enter Order Total \$ _____

You Must Print & Sign this page. Include this form with your document(s)

Signature _____ Date _____

**Note business days do not include Saturday, Sunday or major holidays.*

Complementary Notarization of your document in our office available at no additional cost. By appointment only.

Drop off or Mail to our office 315 Montgomery St., 9th Floor, San Francisco, CA 94104

Office Hours are 9:00 a.m. to 5:00 p.m. Monday through Friday

This order form is for processing up to the State of California only. Pricing listed does not include consular, embassy, or Federal U.S. Department of State processing fees. If these additional services are required, please call for quote.

*Rush Guarantee service states it will refund up to, but not to exceed \$150 if your Order is not processed and mail-dropped within 5 business days (M-F) from the time Advanced Mobile Notary & Apostille receives your document(s).

Drop-Off Information

This order form and applicable documents can either be mailed or hand-delivered to our location during regular office hours. If choosing to drop off your documents in person, please deliver them to the receptionist at the front desk. They are able to provide the order form; they will gladly accept your order and help arrange notarization of your document if required. The receptionist will not be able to answer legal or technical questions concerning your document or the service. Call us at 415-239-6600 for assistance.

Walk-in Business Hours: Monday through Friday, 9am – 5pm

After-hours appointment available by appointment

I. Review of your document

We would be happy to review your document and want to ensure a seamless process. To submit your documents for review, please either fax the document along with the completed order form and documents to 415-723-7663 or email at caldocs@yahoo.com

II. Mailing your document and receipt of your Document to our service

When mailing your document we recommend UPS or FedEx delivery services with tracking to ensure the receipt of your documents. You are also welcome to send the documents via regular mail. We will contact you within 24 hours to confirm we have received your document.

III. We can meet with you in person at our office or we can come to you.

We are available for meetings by appointment only at our office in San Francisco. We can arrange a meeting or mobile notary service at our office or at your location in the San Francisco Bay Area.

Call us at 415-239-6600 for details

Notarized Documents & Signed letters

Your document has to be signed in the presence of a California Notary Public. If not yet signed and notarized, please take the document to a notary public in California and have the document notarized. Once it is notarized, please mail the document to our office. Or, you may personally deliver it to one of our local offices.

Documents signed outside of California and notarized in another state are not handled by our service.

Vital Record Check list: (birth, death, or marriage certificates)

Please make sure of the following:

- The document was issued in one of the 58 counties in California
- The document was issued within the last 5 years
- The document has been signed by one of the following officials:

County Clerk/Recorder

Clerk Recorder

Assessor/Recorder

Department of Health Services (DHS/CDHS)

If unsure of the eligibility of any vital record, please visit our website for more information at: <http://www.advancedmobile->