



**CHRISTI JACOBSEN**  
MONTANA SECRETARY OF STATE



## CERTIFICATION REQUEST FORM *for* APOSTILLES *and* AUTHENTICATIONS

Priority shipping is recommended. Please send documents via FedEx or UPS to 1301 E. 6th Ave., Helena, MT 59601; First Class and Priority Mail sent through the U.S. Postal Service should be sent to PO Box 202801, Helena, MT 59620. Normal processing time is 3 – 5 business days. Expedited processing service is not available.

### PLEASE PRINT LEGIBLY

#### REQUESTER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### DOCUMENT INFORMATION:

- What **country** will these documents be sent to or used in? \_\_\_\_\_  
NOTE: Certification ***will not be provided*** for documents to be used within the United States, its territories, or by federally recognized tribes.
- Total number of documents requiring certification for this order: \_\_\_\_\_  
How many documents are enclosed with this form? \_\_\_\_\_  
How many documents will be sent separately? \_\_\_\_\_  
If all documents are not enclosed, where are other documents coming from? \_\_\_\_\_  
What type of documents will be submitted separately? \_\_\_\_\_  
What name is on the documents coming separately? \_\_\_\_\_  
When should we expect to receive any documents not submitted with this order? \_\_\_\_\_

NOTE: Partial submissions will not be processed until the entire order is received. It is your responsibility to ensure that documents not submitted with this form are received within the expected timeframe shown above.

**Orders will not be held longer than 90 days.**

- A \$10 non-refundable fee is required **per document to be certified**.
  - ☐ Enclosed is \$\_\_\_\_\_ for \_\_\_\_\_ document(s). Make check or money order payable to Montana Secretary of State. We cannot accept cash. This is a non-refundable fee; refunds will not be issued for overpayments or for submitted documents that cannot be certified by our office.
  - ☐ Payment may be made with a credit or debit card through the online portal at <https://biz.sosmt.gov>.

#### RETURN DELIVERY INFORMATION:

- ☐ Enclosed is a pre-paid, addressed envelope or shipping label
- ☐ A pre-paid shipping label has been sent to [sosnotary@mt.gov](mailto:sosnotary@mt.gov)
- ☐ Documents will be picked up. Notify me when ready at \_\_\_\_\_

NOTARY & CERTIFICATIONS DIVISION

[sosnotary@mt.gov](mailto:sosnotary@mt.gov) 406-444-1877