



MONTANA SECRETARY OF STATE

Notary & Certifications Division
1301 E. 6th Ave., Helena, MT 59601
PO Box 202801, Helena, Mt 59620
sosnotary@mt.gov

CERTIFICATION REQUEST FORM

We highly recommend the use of expedited shipping for time-sensitive documents through FedEx or UPS to the street address shown above. First Class and Priority Mail through the U.S. Postal Service should be sent to the PO Box above. All mail delivered to the Secretary of State's office will be processed through the mail room and the accounting department before delivery to the Notary & Certifications Division for final handling and processing. Normal processing time is 3 – 5 business days. Priority processing service is not available.

Requester Information:

Name: _____ Email: _____ Phone: _____

Mailing Address: _____ City: _____ St: _____ 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 federally recognized tribes.
- Total number of documents requiring certification for this order: _____
- Fee is \$10 per document. Enclosed is \$_____ for _____ document(s). Make check or money order payable to Montana Secretary of State.

If all documents are not enclosed, where are other documents coming from? _____

Please provide the contact information of the person who is sending the additional documents:

Name: _____ Email: _____ Phone: _____

Additional Service Requested:

- Copy certification of enclosed original document
- Return original document to different address – Provide additional return postage-paid envelope
- Email scanned copy of certified document to: _____
- Contact me for credit card payment (only available for those currently not in the United States)

Return Delivery Instructions:

- Enclosed is a pre-paid, addressed envelope or shipping label
- A pre-paid shipping label has been sent to sosnotary@mt.gov
- Documents will be picked up. Notify me when ready at _____