



## Invoice

### APOSTILLE

#### The Notary Public Service, LLC Apostille's Fees:

**Includes: State's Fees, The Notary Public Service's Fees + Return Shipping's Fees**

- First Apostille Document (QTY) 1 \$150 \_\_\_\_\_
- Second Apostille Document (QTY) \_\_\_\_\_ \$135 \_\_\_\_\_
- For EACH Additional Apostilled Document (QTY) \_\_\_\_\_ x \$100 \_\_\_\_\_

#### **+ PLUS RETURN SHIPPING COST**

#### Additional Return Shipping Cost:

**Please select the type of shipping to return your Apostilled Documents**

- UPS Overnight Shipping within the State of Florida \$50 \_\_\_\_\_
  - UPS Ground Shipping within the State of Florida \$20 \_\_\_\_\_
- Prince upon request for International Return Shipping \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_**

Processing time varies dependent upon the volume of work received and the resources available at the Secretary of State. Please allow 7-15 business days for processing.

Please send the original documents that you would like to have Apostilled, along with the completed form, invoice and payment.

**Make your money order or cashier check payable to The Notary Public Service, LLC. Mail to:**

**The Notary Public Service, LLC**  
**PO Box 136514**  
**Clermont, FL 34713**

#### **CREDIT CARD CHARGE AUTHORIZATION**

I hereby authorize "The Notary Public Service, LLC" to charge my  
VISA/MASTERCARD/AMEX in the amount of \$\_\_\_\_\_ for my APOSTILLE.

By signing below, I agree to pay the above amount.

\_\_\_\_\_  
Name on Credit Card Full Address (as listed on your Credit Card bill including Zip Code)

\_\_\_\_\_  
Credit Card # Expiration Date CW2

\_\_\_\_\_  
Authorized Signature Date Signed



**APOSTILLE ORDER FORM**

Please complete the following information:

**PERSONAL INFORMATION:**

Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**APOSTILLE INFORMATION**

Country the Apostille is for: \_\_\_\_\_  
Document(s) to be Apostilled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAILING INFORMATION**

\_\_\_\_\_ Return the apostilled documents to the above address.  
\_\_\_\_\_ Return the apostilled documents to the following address.  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Please send the original documents you need to have Apostilled, along with the completed form, invoice, and payment to:

**The Notary Public Service, LLC**  
**PO Box 136514**  
**Clermont, FL 34713**

## **APOSTILLE INSTRUCTIONS**

Please send the original documents that you need to have Apostilled, along with the completed form, invoice and payment payable to The Notary Public Service, LLC.

Mailing Address: **The Notary Public Service, LLC**  
**PO Box 136514**  
**Clermont, FL 34713**

We highly recommend mailing your documents using Certified Mail with Signature Required. The Notary Public Service, LLC. provides Apostille' Service for a fee of \$150 for the first document, \$135 for the second document and \$100 for each additional documents (**return shipping is NOT included**). All Apostilles are return by UPS to you; we have the following options: \$50 UPS Overnight Shipping within State of Florida, \$20 UPS Ground Shipping within State of Florida, please contact us for International Return Shipping quotes.

The Notary Public Service, LLC -Apostille' Service includes: submitting your documents to be Apostilled, filling out forms, obtaining money orders or cashier checks to pay the Department of State's fees per document and returning your document(s) via UPS Overnight or Ground Shipping to you.

For International Return Shipping, we will provide you with a quote via UPS at your request; The Notary Public Service, LLC. will not be responsible for document(s) loss once it reaches the country of destination. Please make sure you provide an accurate shipping address.

The following documents the Secretary of State will Certify or Apostille:

- ❖ Documents notarized or certified as true copies by a Florida Notary Public
- ❖ Birth and Death Certificates bearing the signature of the State Registrar obtained from the Bureau of Vital Statistics in Jacksonville Florida
- ❖ Vehicle Titles certified by the Florida Department of Motor Vehicles
- ❖ Corporation documents bearing the signature of the Secretary of State
- ❖ Documents certified by a Clerk of the Court from a county within Florida
- ❖ Notarized Documents the State Requires a Notarial Certificate to be on the document.

Processing time varies dependent upon the volume of work received and the resources available at the Secretary of State. Please allow 7 - 15 business days for processing.

If you have any further questions, please don't hesitate to contact us at 863-288-1861.

Thank you for using The Notary Public Service, LLC. We appreciate your business!