

**OFFICE OF SECRETARY OF STATE
NOTARY PUBLIC UNIT**

Request Form for an Official Certificate or Apostille on a Texas Notary Public
(Not for use for a request related to an adoption of a Child)

FROM

(Print or type your name and address)

Telephone No. _____

E-mail Address _____

For each document that has been notarized, please provide the following information. ***You must submit each complete original document for authentication with your request.*** Requests received without the document, or with photocopies of the original, will be rejected.

Name of Notary Public: _____

Commission expiration date: _____

Date the document was notarized: _____

Foreign country/consulate where the document is to be filed: _____

Number of Certificates/Apostilles _____

Fee amount enclosed (\$15.00 per Certificate/Apostille) _____

An appropriately sized self-addressed, stamped envelope or a pre-paid overnight envelope/airbill for the return of the documents.

Complete one form for each notary public rather than per document notarized by the same notary public. When requesting two or more Certificates/Apostilles remit one payment for the total amount. Payment should be in favor of the Secretary of State. If paying by credit card, include Form #2101 (Card Payment Form). Mail your request to:

Texas Secretary of State
Notary Public Unit

P. O. Box 13375
Austin, Texas 78711

or

1019 Brazos Street
Austin, Texas 78701

In-Person Service

1019 Brazos, Room 214

Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday (call for holiday hours)

Processing time is dependent on the number of in-person customers and the number of documents each has.