



New York State Apostille Order Form

What country will your documents be used in? _____

Please enter your information:

Name: _____

Company Name (Optional): _____

Phone Number: _____

Email Address: _____

Address1: _____

Address2: _____

City/Town: _____

State: _____ Zip: _____ Country: _____

____ Completed document will be shipped to a different address than the above:

Clients Name: _____

Company Name (Optional): _____

Phone Number: _____

Email Address: _____

Return Address1: _____

Address2: _____

City/Town: _____

State: _____ Zip: _____ Country: _____

____ NYS Apostille \$232 for 1 document. Each additional document is \$99 & less. Multiple documents are discounted.

____ How many additional Apostilles not including your first document?

Expedited Service – to avoid USPS Postal Slowdown

Because of politics and the covid-19 pandemic the USPS postal service mail is taking much longer than usual. For faster shipping delivery & return of your document to me from processing agencies you can select one of the following options. Otherwise, our standard shipping method will be used. Selecting one of the below will save you about 4 -10 postal days.

____ Fedex Priority Mail \$75, ____ USPS Express \$53

Your document(s) will be return to YOU in the USA by USPS Priority Mail or ____ USPS Express \$25 or ____ FedEx \$33

International Shipping:

____ USPS International Express Flat Rate Shipping \$65, ____ USPS International Priority Shipping \$37

Since FedEx international Shipping price varies by country, I will get you a price quote for this service once I receive your shipping address. Again, I strongly recommend FedEx for **RELIABLE** international courier mail, unless you prefer something else.

After making your payment please mail this page with your document and email the online confirmation of payment page to

AL.MURRAY@GMAIL.COM

Total Cost _____

Additional Information. You do not have to return this page.

Translations:

*Translation services are an extra cost, please fill out this [form](#) for translation service. The translation will be done once the document apostille service is completed. This will include 2 additional pages in the translation, they will be the apostille page & the County Clerk Authentication page if one was provided.

There are 3 types of translation provided:

1. Translation Only, this translation is not certified & will be emailed to me from the translator.
2. Certified Translation also includes a Translation "Certificate of Accuracy". The Translation Certificate of Accuracy is NOT notarized. When the translation is finished, the translator will email it to me.
3. Certified & Notarized Translation – will also include a Notarized Translation "Certificate of Accuracy". Delivery to me will be by postal mail & it can be mailed to you or it can be scanned & emailed to you.

All translations I will email or include in your return documents.

Processing Time:

Because of the COVID Pandemic the processing times are at best estimates based on documents previously submitted to the state and the time it took to be returned. Delays may occur because of the volume of work they received at the NYS Department of State, Secretary of State office and the resources available at the Secretary of State's offices. Processing is taking anywhere from 7 business days or longer. We do not have any control over how long it takes. The time frame is the same for all companies that offer apostilles that rely on the US Department of State for an apostille.

The processing time does not take into consideration any slowdown in the mail or delays by the various shipping/courier services.

Postal Delays:

The estimated processing time does not consider the time spent in the postal mail system which can vary due to the pandemic, political slowdown of mail delivery. If you wish faster mailing, I strongly suggest selecting the FedEx service option, or USPS Express mail maybe a little bit better, but I still suggest using FedEx for any mail. Otherwise, all mail we send is using USPS Priority Mail with tracking.

Document Evaluation:

If your document is notarized, please send a photocopy of the notarized section of the document so the notary public work can be evaluated for correctness. If your document is rejected because the notary public failed to sign their name correctly or there is an error in the notary public work you will be charged a minimum fee of \$50 or the initial cost to process & handling your job.

Document Authentication:

Many documents that will be submitted for a NYS Apostille will also require the document to be authenticated. This process can be done by bringing the document to the County Clerk. To save additional processing time please have your document authenticated by the County Clerk's Office. If your document is notarized, you can bring your document to the County Clerk's office where the notary stamp indicated the notary is "Qualified" at. For birth, marriage, or death they would simply go to County Clerk's office where the Town Clerk or Local Registrar issued that document.

Full Service:

If you do not have the time or it is not clear to you what must be done, do not worry, I can take care of that part of the apostille process. It may take a few more days if I do the authentication also, there maybe an additional cost to process.

Payment:

Payment is expected at time of service you can use our payment gateway "STRIPE" located [here](#) or any of the other payment options located on that page. There is a 2.75% Processing fee assessed per transaction for processing cost. You can also request a QuickBooks invoice.

Mail options: Domestic USA USPS First Class or USPS Priority is included in price, USPS Express, FedEx is extra.

Email:

You can email me at al.murray@gmail.com or call Toll Free 1 866-518-5115, text message to 1 718-569-7422 or find me on WhatsApp.

Find our reviews or leave a review on Google: <http://google-review.link> or on Yelp <http://yelp-review.link/sep>

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