



Please fill out this Service Order and email or mail it to us along with your documents to:

**NOTARY & APOSTILLE SERVICE, INC.**

**409 44<sup>th</sup> Street**

**COPIAGUE, NY 11726-1009, USA**

**1-866-518-5115 Ext 1**

**CONSULATE OR EMBASSY LEGALIZATION SERVICE ORDER FORM**

Today's Date *	City/Town, State
Your Name *	Country, Postal Code, Index
Company (optional)	Daytime Phone (country & area code) *
Ship to Street Address *	Cell Phone (country & area code)
Address line 2	Email address for problems & updates*

**COUNTRY DOCUMENTS WILL BE USED IN**

<b>Country document(s) will be used in *</b>	<b>Number of Consulate/Embassy Legalizations Required *</b>
Type of document(s) and or name on the document(s)	1. 3.
	2. 4.

**PERSONALIZED COURIER SERVICE**

Courier pickup & delivery of documents; cost \$25 plus \$2 times the number of \_\_\_\_\_ miles from Copiague, NY to your Location \$ \_\_\_\_\_ (Long Island/NY Only) otherwise documents can be mailed to above address, tolls not included

**TRANSLATIONS SERVICE**

Translations See the "*Professional Translation Request Form*" for more information

**NEW YORK CONSULATE LEGALIZATION SERVICES (please select one and a option below if required)**

NY Consulate RUSH Same Day - \$180,  plus Consulate Fee\*: \_\_\_\_\_, Service fee for *additional documents*: \$20 each  x \_\_\_\_\_

New York Consulates: China, Egypt, Lebanon, Taiwan, Thailand\*, Philippines, Vietnam. \*Requires US Dept. of State

**WASHINGTON, DC EMBASSY SERVICES**

**US Department of State - USDOS (Federal Apostille, FBI, Free Sale, etc.)**

(Fee does not include embassy fee. Processing time varies according to embassy policy)

Washington DC RUSH Service - \$260,  5 Days - \$249,  USDOS 5 Days - \$218,  USDOS 9-Days \$99,  *Additional document fee: \$65 each*

**POSTAL - RETURN MAIL SERVICE**

(please select one) Fedex, DHL & UPS price depends on the address & country of destination

FedEx Overnight - USA Only - \$40 Extra),  FedEx International Shipping. To calculate your shipping cost go to <http://fedex.com> or select below

USPS First Class USA .60 ¢,  Priority USA \$10,  USPS Express USA (\$26),  USPS International Shipping  \$36 6-10 day,  \$67 3-5 days  
*Except USPS First Class mail all others will be provided with a return tracking #. By not requiring a signature for delivery Notary & Apostille Service, Inc. is not responsible for any undeliverable package nor package left at the ship to address on this order form.*

**HOW TO PAY**

Check or Money Order  For other paying options go to <https://nynotaryforyou.com/pay.html> Total Paid:

Make Check or Money Order payable to "Notary & Apostille Service, Inc." & place check or money order inside your package.

Additional Information: \_\_\_\_\_

Please note that service on your documents will only start upon full payment of all service fees. Credit Cards are processed via Stripe.com with at with a 2.75% convenience fee  
The service provided is subject to the Terms & Conditions that can be found on <https://nynotaryforyou.com/terms-conditions.html>

**\*\*\* For Office Use Only \*\*\***

Recvd on: _____ 20__	USPS, FedEx, UPS, DHL,	Tracking in:	# of Docs Recvd:
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Order/Invoice #:	Paid by: Stripe <input type="checkbox"/> , PayPal <input type="checkbox"/> , Check <input type="checkbox"/> , Money Order <input type="checkbox"/> , Wire <input type="checkbox"/> , Other _____	Process Completed on: _____ 20__
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Date:	To Location:	Anticipated Return Date	Returned:
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Returned to client by: Hand Delivery, USPS, FedEx, UPS, DHL on _____ 20__ Tracking #:	Delivered: _____ 20__
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Our processing time does not include Consulate processing time. \*Consulate & Embassy cost are subject to change. If you have a question you can call us: USA 1-866-518-5115, outside the US +1-718-569-7422, WhatsApp or email us at: [support@nynotary4u.com](mailto:support@nynotary4u.com) Please provide a prepaid Fedex air bill or include postage to cover the cost of returning or forwarding your documents to another person or agency. Certified Translations that are not notarized can be emailed at no additional cost. This Online form works best in Internet Explorer 9 and was created using Acrobat 9 Standard, if you have a problem filling out this form online; save form to your hard drive & fill-in form separate from your internet browser. Also, please check for an update to your acrobat program for any other issues. Form updated on: 10/30/2018



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**SERVICES ORDER FORM CALCULATION**

Today's Date *	
Your Name *	
Company (optional)	
Ship to Street Address *	
Address line 2	
City/Town, State	
Country, Postal Code	
Daytime Phone (country & area code) *	
Cell Phone (country & area code)	
Email address for problems & updates*	
<b>COUNTRY OF USE / DOCUMENTS BEING SENT</b>	
Country document(s) will be used in *	
Number of Apostille or Consulate/Embassy Legalizations Required *	
<b>TYPE OF SERVICE</b>	
<input type="checkbox"/> Apostille/Certification of Authority (for non-Hague Countries) or <input type="checkbox"/> Embassy Legalization, <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traveling Mobile Notary Public (\$2 per notary stamp plus the <b>Personalized Courier Service</b> fee below). <i>The courier fee is not required if you are mailing your document to us &amp; your document is being return to you by mail.</i>	
<input type="checkbox"/> <b>Personalized Courier Service</b> for mobile notary travel fee or delivery of documents cost <input type="checkbox"/> \$25 plus \$2/mile from Copiague, NY to your Location. Miles: _____	
<input type="checkbox"/> <b>Certified Translations</b> (\$45 a page of 250 words) <input type="checkbox"/> plus Notary & USPS mailing of original document (\$20), there is no charge for translated documents that are emailed to you without a Notary Stamp.	
<b>SPEED OF SERVICES</b>	
<input type="checkbox"/> NY RUSH Same Day - \$260 <input type="checkbox"/> Next Day - \$220, <input type="checkbox"/> 2-3 Days - \$200, <input type="checkbox"/> 3-5 Days - \$99, <input type="checkbox"/> <b>Option:</b> Number of <i>Additional document</i> :@ (\$65) each <input type="checkbox"/>	
<b>POSTAL - MAIL SERVICE</b>	
<input type="checkbox"/> FedEx Priority Overnight - <i>USA Only</i> - \$40 Extra), <input type="checkbox"/> FedEx Standard Overnight - <i>USA Only</i> - \$25 Extra), <input type="checkbox"/> FedEx International Shipping [ ] To calculate you shipping cost go to <a href="http://fedex.com">http://fedex.com</a> or select below	
<input type="checkbox"/> USPS Domestic USA First Class postage .60 ¢ #10 envelope <input type="checkbox"/> USPS Priority Domestic <i>USA</i> (\$10), <input type="checkbox"/> USPS Express Domestic <i>USA</i> (\$25) , <input type="checkbox"/> USPS International First Class postage (\$3) , <input type="checkbox"/> USPS Express International Shipping (\$38) 6-10 days <input type="checkbox"/> USPS Priority International Shipping (\$65) 3-5 days	
The base for Notary Service fees: Weekday 8 am – 4 pm, \$25, Night 6pm - 9pm \$45, Weekends Saturday 8a - 6p \$45, Sunday 1pm - 6pm \$45 plus \$3 per mile from Copiague, NY	

Total:

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# Notes

If you are sending a notarized document please make sure that your document has an "Acknowledgement" or a "Jurat".

This a sample of an ACKNOWLEDGEMENT

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing document was acknowledge before me this \_\_\_ day of \_\_\_\_\_ 201\_\_ by \_\_\_\_\_ who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

\_\_\_\_\_  
Notary Signature

The Notary Stamp (frequently call the seal)

This a sample of an ACKNOWLEDGEMENT, please use the correct wording & text language for your state. What is an "acknowledgment"?  
*The acknowledgement is to confirm the identity of the person signing and they acknowledge that they signed the document. The document can be signed before seeing the notary public, however, the document signer must make a personal appearance before the notary to confirm (acknowledge) that it is their signature prior to the document being notarized.*

This a sample of a JURAT

#1 State of \_\_\_\_\_  
County of \_\_\_\_\_

#2 Subscribed and Sworn to before me this #3 \_\_\_ day of \_\_\_\_\_ 201\_\_ #4 by: \_\_\_\_\_

\_\_\_\_\_  
#5 Notary Signature

## Definitions:

One document can be several pages if they are connected together,  
Or a document can be considered several single pages that are not related or connected together.