

**COLORADO SECRETARY OF STATE**  
1700 Broadway, Ste. 200, Denver, CO 80290  
(303) 894-2200 press 2, Fax (303) 869-4864  
Payment is required with request.

**AUTHENTICATION REQUEST FORM**  
*Apostille or Certificate*

The document(s) is/are being authenticated for the foreign country of: \_\_\_\_\_

Number of Colorado Notary Public signatures or Public Official signatures (i.e. state registrar, county clerk, etc.) signatures submitted to be authenticated: \_\_\_\_\_

Indicate standard of service requested:

Regular - Walk-in and drop-off or send via postal mail or express mail (completed by end of next business day.)

**OR**

Expedite - Walk-in only, completed while you wait. Expedites are not processed after 4:30 PM.  
(add \$10 per document to the regular fee for this service)

Authentication fee per document – regular service: \$5.00  
Authentication fee per document – expedited service: \$15.00

AMOUNT ENCLOSED: \$ \_\_\_\_\_ We only accept cash, checks, or money orders.

Make checks and money orders payable to: Colorado Secretary of State

Notarized documents must have been properly notarized by a Colorado Notary Public PRIOR TO submission to the Department of State. Other documents (certificates of birth, death, court proceedings, etc.) must have been issued in the State of Colorado in order for us to authenticate them.

**REQUESTING PARTY**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address: \_\_\_\_\_

Mail back     Pick up next business day

A prepaid waybill or label must be included if you would like us to send back your document(s) using FedEx or UPS. Please note we cannot accept labels that include our office address as the return address; your document will be processed and returned by standard mail. Standard domestic mail can take between 7-10 business days.

Prepaid Account Number: \_\_\_\_\_ Job Number: \_\_\_\_\_