

Wisconsin Secretary of State Authentication and Apostille Certificate Ordering Instructions

The Wisconsin Secretary of State provides Authentication and Apostille certificates for documents certified by a Wisconsin notary public or by Wisconsin public official. If your document was certified by a notary public or public officer from a state other than Wisconsin, you need to contact that state for Authentication and Apostille services.

1. Print the name, address, and telephone number or email of the person completing the order form. This is the person we will contact if we have questions regarding your order.
2. Print the name of the country or consulate that is requiring you to get the apostille or authentication certificate for your document. **You will need to complete a separate order form for each country. We cannot authenticate or apostille documents for the United States of America. Please fill in the name of the country requesting the apostille.**
3. Complete this step ONLY if the country you listed in #2 is Argentina or Venezuela. If you listed any other country, skip # 3 and go to # 4.
4. Indicate the number of ORIGINAL documents you are enclosing for certification. Standard service: Wisconsin Statutes requires a \$10.00 fee for each certificate; to be completed within 1-10 business days after receipt. Expedited service – Wisconsin Statutes requires a \$35.00 fee for each certificate, to be completed within 1-5 business days after receipt. **WE DO NOT OFFER WHILE YOU WAIT OR SAME DAY SERVICE.** Multiply the number of certificates by \$10.00 for standard service and write in the total amount due. OR Multiply the number of certificated by \$35.00 for expedited service and write in the total amount due. **The Office of the Secretary of State does not accept credit cards.** Please submit either a personal or business check, money order, or cash. Make checks payable in U.S. dollars, to Secretary of State.
5. There are several ways to receive your completed documents.
Mail: If you want us to mail your document, you must send us a self addressed stamped envelope. If you are sending or receiving your documents through the mail, If you send us a document with a tracking number **Please be sure to write your tracking numbers down. We do not keep track of them.**

FedEx, UPS, or Express Mail: Go to www.fedex.com, www.ups.com, or www.usps.com, and pay with a credit card online or with your Account number and print out a way bill. **Please do not send in the handwritten way bills, only use the on-line pre-printed pre-paid way bill.** If you don't have access to a computer you can also use the order FedEx Return Shipment Order Form included in this packet and send it in with your request. **Remember writing your credit card # on this order form is not a payment method for your Authentication or Apostille. The Office of the Secretary of State does not accept credit cards as a form of payment.** We will e-mail your tracking number to you when we are preparing your shipment.

Pick up: You can leave a phone number and we will call you when it is finished and you can come to the office to pick up your document.

WE DO NOT ACCEPT RETURN WAY BILLS FROM DHL.

Please submit the order form, a self addressed envelope for the return of your documents, the correct fees and the properly certified document.

If you to use a courier service or request a tracking number from the post office for the delivery and return of your documents, **please be sure to write down your tracking number before you send it to us as we are unable to track your document.**

It is helpful, when you are submitting expedited fees to process your document to write EXPEDITE clearly on the outside of the envelope you are sending to us.

Remember to affix enough postage to cover both your documents, and the Apostille & Authentication certificates to prevent a delay in delivery. The Certificate is a second sheet of paper attached to the document you are submitting.

If you need further information, or have any questions, please call us at (608) 266-5503. Our office location, and address for all special couriers, is:

Wisconsin Secretary of State
Certification Desk
30 W. Mifflin St., 10th Floor
Madison, WI 53703

WISCONSIN SECRETARY OF STATE
Authentication and Apostille Certificate Order Form

For Office Use Only
Apos # _____
Apos. or Auth. X _____
Date _____ / _____ / _____
Initials _____
Expedited Fee _____
Credit # _____
Credit \$ _____

A separate Authentication & Apostille Certificate Request Form is needed for each different country, Submit a document for each certificate you request; Each Authentication or Apostille certificate will be attached to your document.

1. CONTACT INFORMATION: Name, address and phone # of person filling out this form.

Name: _____
Address: _____
Phone # or email: _____

2. COUNTRY: List the country that requires the Apostille or Authentication. **(NOT USA)**

3. VENEZUELA OR ARGENTINA ONLY _____ Apostille or _____ Authentication

4. FEES: Total Number of ORIGINAL certified documents enclosed _____

Please complete either Standard Service OR Expedited Service NOT BOTH.

***Standard Service (completed in 1-10 Business Days)**

Total Documents _____ X \$10.00 = \$ _____

OR

****Expedited Service (completed in 1-5 Business Days)**

Total Documents _____ X \$35.00 = \$ _____

TOTAL MONEY ENCLOSED \$ _____

* Standard Service – Wisconsin Statutes requires a \$10.00 fee for each certificate completed within 1 - 10 business days after receipt. This does not include shipping time.

** Expedited service - Wisconsin Statutes requires a \$35.00 fee for each certificate completed within 1 - 5 business days after receipt. This does not include shipping time.

5. RETURN: How do you want to receive your documents? **Please mark one option.**

- _____ I am sending a stamped self-addressed envelope.
_____ I am sending an electronic preprinted way bill for UPS, FedEx or Express Mail.
_____ I am submitting the FedEx Return Shipment Form.
_____ I will pick up my documents. My daytime phone #: _____

Make checks payable to Secretary of State. Please send one check for multiple requests. Credit Cards NOT Accepted!! Send order forms, documents, fee payment and return envelope to:

Wisconsin Secretary of State,
Certification Desk
30 W Mifflin St, 10th Floor
Madison, WI 53703

For office use only

AUTHENTICATION & APOSTILLE CHECK LIST

- Is your document from Wisconsin?
All documents must be certified by a Wisconsin notary public, public officer or school official. If document is certified by an officer from another state the document **MUST** go to that state for Authentication or Apostille.
 - Has your document been properly certified by a Wisconsin notary public?
To be properly certified the notary must include the state and county of venue, the notarial statement, the date, the notary's signature and expiration date, and the notary's seal.
 - Have you completed the Certificate Order Form?
We need to know what country is requesting the Authentication or Apostille to issue the correct authentication for that country. Please do not list USA as the country.
 - Have you included original documents to be certified?
All documents must have either an original notary signature, be signed by a Wisconsin public officer or school official. We can only issue 1 apostille or authentication for each document submitted. If you need 2 or more you must submit the correct amount of original documents and proper fees.
 - Have you included the proper fees?
\$10 per document for standard service (1-10 business days) \$35 per document for expedited service (1-5 business days) We do not accept credit cards for payment; please include a personal or business check, money order or cash.
 - Have you included a return envelope?
You must include a self-addressed, stamped envelope, a completed express mail envelope, an electronic UPS way bill, or the completed FedEx Return Shipment Form.
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**Wisconsin Office of the Secretary of State
Federal Express Return Shipment Order Form**

If you would like your shipment sent back via Federal Express (FedEx), please fill out the form below and we will enter the information for you, or if you prefer, you can go to the FedEx, United Parcel Service (UPS) or United States Postal Service (USPS) website and order an air bill with your credit card.

Shipping Address

Name _____
Address 1 _____
Address 2 _____
City _____
State _____
Country if not USA _____
Zip Code _____
Phone # _____

Residence Business

Billing Address

Same as Shipping Address

Name _____
Address 1 _____
Address 2 _____
City _____
State _____
Country if not USA _____
Zip Code _____
Phone _____

Service Type

US Service

- First Overnight
- Priority Overnight
- Standard Overnight
- 2-Day
- Saturday Delivery

International Service

FedEx account holders only

- International First
- International Priority
- International Economy
- Saturday Delivery

Special Handling

- No Signature
- Direct Signature
- Indirect Signature
- Express Saver

Payment Type

Credit Card Type

- American Express
- Visa
- Master Card
- Discover
- Diner's Club

FED EX WILL NOT ACCEPT DEBIT CARDS!!

Credit Card # _____

Security ID # _____

Expiration Date _____ / _____

E-mail Address _____

OR

FedEx Account # _____

Signature _____ **Date** _____