

Wisconsin Secretary of State Apostille & Authentication Certificate Ordering Information

The Wisconsin Secretary of State provides apostille and authentication certificates for documents certified by Wisconsin public officials or notarized in Wisconsin. If your documents were notarized in or certified by a different state, you need to contact that state for apostille and authentication services.

TO ORDER: Using the Apostille & Authentication Certificate Order Form follow these steps:

STEP 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.

STEP 2: Print the name of the country or consulate that is requiring you to get apostille or authentication certificates for your documents. You will need to complete a separate order form for each country. **We cannot authenticate or apostille documents for the USA. Please fill in the name of the country requesting the apostille.**

STEP 3: Complete this step **ONLY** if the country you listed in Step 2 is Argentina or Venezuela. If you listed any other country, skip Step 3 and go to Step 4.

STEP 4: Complete this step **ONLY** if your document was signed by a Wisconsin Notary Public. If a different public officer, like a Register of Deeds, school official, or judge signed your document, skip step 4 and go directly to Step 5. Print the notary public's name, expiration date, and the date the notarization took place. Then indicate the number of ORIGINAL documents you are enclosing for certification. Regular service – Wisconsin Statutes require a \$10.00 fee for each certificate; and will be completed within 10 business days after receipt. Expedited service – Wisconsin Statutes require a \$35.00 fee for each certificate, and will be completed within 1-5 business days after receipt. Multiply the number of original certificates you have enclosed by either \$10.00 or \$35.00 and write in the total amount due. Although the Office of the Secretary of State is not able to accept credit cards, we do accept personal and business checks, money orders, and cash. Make checks payable in U.S. dollars, to Wisconsin Secretary of State.

STEP 5: Complete this step **ONLY** if your document was signed by a Wisconsin Government or public official, Wisconsin School official or Federal officer, and not signed by a Wisconsin Notary Public. If your document was signed by a Wisconsin Notary Public, skip this step, and complete Step 4. Print the public officer's name as shown on your document, and indicate the officer's title and location, as Register of Deeds, Brown County, School Principal, West High School, Madison, Wisconsin, or Certification Specialist, Dept. of Financial Institutions, and show the date the officer signed your document. Then indicate the number of ORIGINAL documents you are enclosing for certification. Regular service – Wisconsin Statutes require a \$10.00 fee for each certificate; and will be completed within 10 business days after receipt. Expedited service – Wisconsin Statutes require a \$35.00 fee for each certificate, and will be completed within 1-5 business days after receipt. Multiply the number of certificates by either \$10.00 or \$35.00 and write in the total amount due. Although the Office of the Secretary of State is not able to accept credit cards, we do accept personal and business checks, money orders, and cash. Make checks payable in U.S. dollars, to Secretary of State.

STEP 6: To receive your completed documents you can use regular mail by sending us a self addressed stamped envelope. If you are sending or receiving your documents through the regular mail, we recommend that you go to the post office and request a tracking number for both submission and return and write both tracking numbers down so you can track documents. You can leave a phone number and we will call you when it is finished and you can come pick it up, or you can use a special courier service, like FedEx, UPS, or Express Mail, **WE DO NOT ACCEPT RETURN WAYBILLS FROM DHL** if you choose to use one of these services please use a prepaid method, by going to www.fedex.com, www.ups.com, or www.usps.com, and paying with a credit card online and printing out an air bill, or 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 Apostille or Authentication. 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.

Send the following:

- 1) The certificate order form(s)
- 2) Your document(s)
- 3) The fee of \$10.00 or \$35.00 per certificate ordered
- 4) A stamped, self-addressed envelope (preferably with a tracking number so you can track your documents) or pre-paid air bill, unless you choose to come to the office to pick up your order. We encourage you to use a courier service or request a tracking number from the post office for the delivery and return of your documents, because you will be able to track the location of the package. **Please be sure to write down your tracking number before you send it to us as we are unable to track your document.**

Whether you use regular mail or a courier service, take care in packing your documents for transit. Use a large, sturdy envelope that will protect your documents. All envelopes marked "certification desk" are opened by hand to reduce the chance of damaging your documents. Be sure that if you are sending expedited fees that you write EXPEDITE clearly on the outside of the envelope.

Remember to affix enough postage to cover both your documents, and the apostille / authentication certificates to prevent a delay in delivery.

- You may also hand-deliver your documents, however, we do not provide a while you wait service. See below for service times.
- Standard service orders are processed within 10 business days after receipt in our office and Expedited service orders are processed within 5 business days after receipt in our office. This does not include mail time to our office or from our office. If you would like to know your document status, please use a tracking service as mentioned above, and if you send a check or money order contact the bank to see if your check or money order has cashed. Once in our office, it is very difficult to locate a single order. Certificates are prepared and affixed to your documents in the order in which they arrive.

If you need further information, or have any questions, please give us a call at (608) 266-5503. Office hours are 7:45 – 4:30 Monday through Friday. 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

Certificate Order Form

A separate Certificate Request Form is needed for each different notary public or public officer. Submit a document for each certificate you request; the certificate will be attached to your document.

For Office Use Only
Apos. # _____
Apos. or Auth. x _____
Date ____/____/____
Initials _____
Expedited Fee _____

Step 1: Contact information of person filling out this form.

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

Step 2: Name of country requiring the Apostille or Authentication.

Step 3: Fill out this section ONLY if your documents are for Argentina or Venezuela. IF NOT, SKIP TO STEP 4:

_____ I need an apostille or _____ I need an authentication

Step 4: Fill out this section ONLY if you have a document notarized by a Wisconsin notary, and go on to Step 6. IF YOUR DOCUMENT IS NOT NOTARIZED, SKIP TO STEP 5:

Notary's name: _____
Notary's expiration date: _____ Date document was notarized: _____
of **ORIGINAL** documents enclosed for certification _____ @
\$10.00 (regular) or 35.00 (expedited)* each = \$ _____ total

Step 5: Fill out this section if you have a Wisconsin birth, death, marriage, divorce or public school diploma, or a document signed by any government officer and then continue to Step 6. If your documents are being forwarded to us by another state department, don't fill in the information below. Check here and list the department name.

Public Officer's Name listed on the document: _____
Public Officer's Title (i.e. Register of Deeds, Dane Co) _____
Date issued by Public Officer: _____
of **ORIGINAL** documents enclosed for certification _____ @
\$10.00 (regular) or 35.00 (expedited)* each = \$ _____ total

Step 6: Please check one of the three options below:

- _____ I am sending a stamped self-addressed envelope for the return of the documents. We recommend going to the post office and requesting a tracking number so you can track your document.
- _____ I am sending a prepaid air bill for UPS or Express Mail for the return of the documents. If you would like to have your documents sent back via FedEx please use the FedEx Return Shipment Form on the next page.
- _____ I will pick up my documents. My daytime phone #: _____

Make checks payable to Secretary of State. Please send one check for multiple requests.

No credit cards accepted

Office hours: 7:45 – 4:30 Monday through FridayPlease check schedule as we will have closings throughout the year due to furloughs. Phone 608-266-5503**

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

* Regular service – Wisconsin Statutes require a \$10.00 fee for each certificate. They will be completed within 10 business days after receipt.

* Expedited service - Wisconsin Statutes require a \$35.00 fee for each certificate. They will be completed within 1-5 business days after receipt.

**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
- Express Saver

International Service

FedEx account holders only

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

Special Handling

- No Signature
- Direct Signature
- Indirect Signature

Payment Type

Credit Card Type

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

Credit Card # _____

Security ID # _____

Expiration Date ____/____

E-mail Address _____

FedEx Account # _____ - _____ - _____

Signature _____ **Date** _____

APOSTILLE & AUTHENTICATION CHECK LIST

- Is your document from Wisconsin?
All documents must be from Wisconsin notary public, a Wisconsin public officer or school official, or be from a Federal Agency. If document is notarized or signed by a public officer from another state the document **MUST** go to that state for authentication.

- Has your document been properly notarized or signed by a public officer?
If your document should be notarized it 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 filled out the Certificate Order Form?
You must fill out the order form, most importantly, steps one and two. We need to know what country is requesting the authentication to give you the correct certificate that is certified for the correct 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 Federal or Wisconsin public officer or school official, or be issued by a government agency.

- 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 the proper number of documents?
For each apostille or authentication certificate you request, you must include the same number of original documents.

- Have you included a return envelope?
You must include either a self addressed stamped envelope, a filled out express mail envelope an electronic UPS, or FedEx air bill, or the filled out FedEx Return Shipment Form.