

Wisconsin Secretary of State  
Authentication and Apostille Certificate Order Form

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

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

2. **COUNTRY:** Which country requires the Apostille or Authentication? **(NOT USA)**

\_\_\_\_\_

3. If country listed above is **VENEZUELA OR ARGENTINA ONLY** check one option below.  
\_\_\_\_\_ Apostille or \_\_\_\_\_ Authentication

4. **FEES:**

**Standard Service - \$10.00 per document (3 – 10 business day processing time)**

**Expedited Service - \$35.00 per document (1-3 business day processing time)**

**PROCESSING TIMES DO NOT INCLUDE SHIPPING TIME AND MAY BE SUBJECT TO CHANGE DUE TO UNEXPECTED STAFF SHORTAGES OR UNUSUAL WORK VOLUME.**

Total Documents \_\_\_\_\_ x\$10.00 = \_\_\_\_\_ (standard)  
Total Documents \_\_\_\_\_ x\$35.00 = \_\_\_\_\_ (expedited)

The Office of the Secretary of State does not accept credit cards. You may submit money orders, cash, or checks **(personal or business)** which include a preprinted name, address, and are **NOT starter checks**. Make checks payable in U.S. dollars, to Secretary of State.

5. **RETURNING DOCUMENTS (Please mark one option.)**

\_\_\_\_\_ Self-addressed, stamped envelope

\_\_\_\_\_ Electronic preprinted way bill for UPS, FedEx or Express Mail – **DO NOT use hand written Carbon Copy Air Bills. If carbon copy air bills or FedEx ground service is used, your document will be shipped back via regular mail service.**

\_\_\_\_\_ Pick-up documents: Phone #: \_\_\_\_\_

Secretary of State Certification Desk  
P.O. Box 7848  
Madison WI 53707-7848

courier deliveries: Secretary of State Certification Desk  
State Capitol Mailroom  
17 W. Main St.  
Madison WI 53703

For office use only

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

**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. Documents certified by a notary public or public officer from a state other than Wisconsin or another country must be certified by the state or country in which they were notarized, certified, or issued from.

A separate Authentication & Apostille Certificate Request Form is needed for each country requesting Authentication or Apostille certificates.

You must submit an original document for each certificate requested unless your document has more than one original Wisconsin notarization or Wisconsin public officer signature which needs authentication.

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 questions arise regarding the order.
2. Print the name of the country or consulate which is requiring the Apostille or Authentication certificate. Complete a separate order form for each country. Authentications and Apostilles are not created for the United States of America, USA, the US, or the United States.
3. Complete this step **ONLY** if the country listed in #2 is Argentina or Venezuela. If any other country is listed, skip # 3 and go to # 4.
4. Indicate the number of ORIGINAL documents enclosed for certification.

Standard service: \$10.00 for each certificate to be processed within 3-10 business days after receipt. Expedited service: \$35.00 for each certificate to be processed within 1-3 business days after receipt. **PROCESSING TIMES MAY BE SUBJECT TO CHANGE DUE TO UNEXPECTED STAFF SHORTAGES OR UNUSUAL WORK VOLUME.**

The Office of the Secretary of State does not accept credit cards. You may submit money orders, cash, or checks (**personal or business**) which include a preprinted name, address, and are **NOT starter checks**. Make checks payable in U.S. dollars, to Secretary of State.

5. To have documents returned by:

Mail: Include a self-addressed stamped envelope. When submitting or receiving documents through the mail, we advise the use of a tracking number. Keep the tracking receipt. Copies of tracking numbers are not kept in the office.

FedEx, UPS, or Express Mail: Go to [www.fedex.com](http://www.fedex.com), [www.ups.com](http://www.ups.com), or [www.usps.com](http://www.usps.com), and pay with a credit card or account number and print out a way bill. **DO NOT** send in hand written Carbon Copy way bills or request FedEx Ground Service. **ONLY** use the on-line, pre-printed, pre-paid way bill.

When using a courier service or requesting a tracking number from the post office for the delivery and return of your documents, keep the tracking number receipt. Do not send the tracking # to us as we do not keep the receipts. Do not send any notes or other documents which do not pertain to the authentication. They will not be kept.

**WE DO NOT RETURN DOCUMENTS THROUGH DHL OR FEDEX GROUND. Documents submitted on a carbon copy air bill, are marked for FedEx ground delivery, or use DHL service will be sent back via regular mail service.**

Affix enough postage to cover both your documents, and the Apostille & Authentication certificates to prevent a delay in delivery.

Pick up: Include a phone number to receive a call when the document is finished and ready to be picked up.

## Wisconsin Secretary of State

Please submit the following:



The Authentication and Apostille Certificate Order Form (printed from our website)



The Original Document

A document properly notarized by a Wisconsin Officer

A document signed by a Wisconsin public officer with printed name and title

An original diploma or transcript or a properly certified copy

Or a school document signed by a school official with printed name and title



The Fees

\$10 per document for standard, \$35.00 per document for expedited service

Payments should be in CASH, CHECK, or MONEY ORDER form made out to the Secretary of State.



Return the Documents

Self-addressed, stamped envelope.

UPS, FedEx Express, or USPS electronically preprinted air bill. DO NOT USE

Carbon Copy Air bills, DO NOT mark ship back via **\*FedEx Ground\***.

\*Documents using a carbon copy air bill or using FedEx Ground Service will be sent back using regular mail service.

Include a phone number for pick-up

Send your requests to:

Wisconsin Secretary of State  
Certification Desk  
P.O. Box 7848  
Madison WI 53707-7848

via courier:

Secretary of State Certification Desk  
State Capitol Mailroom  
17 W. Main St.  
Madison WI 53703

Wisconsin Secretary of State  
AUTHENTICATION & APOSTILLE CHECK LIST

THIS CHECK LIST IS FOR YOUR PERSONAL USE. IT IS NOT SUBMITTED

- Is the 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 or country the document **MUST** go to that state or country for Authentication or Apostille. If you have a federally issued document such as a FBI background check, it must be submitted to the U.S. Department of State for the apostille or authentication. Please go to [www.sos.state.wi.us/FederalDocs.htm](http://www.sos.state.wi.us/FederalDocs.htm) for more information.
  
- Does the document require a notarization? If so, has it been **properly** certified by a **Wisconsin notary public**?**  
DO NOT have any vital record notarized. Vital records are Birth, Death, Marriage, and Divorce Certificates, as well as Divorce Court Records. Request **CERTIFIED COPIES** from the Register of Deeds, the Clerk of Circuit Courts in the counties where the event took place or from the Wisconsin Department of Vital Records. If you have a document which should be properly certified by a notary, 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. Please go to [www.sos.state.wi.us/NotaryPublic.htm](http://www.sos.state.wi.us/NotaryPublic.htm) for samples of the notarial acts.
  
- Is the Certificate Order Form complete?**  
The most important information is the country requesting the Authentication or Apostille in order to issue the correct type of authentication required. Do not list USA, United States, United States of America, or any US City or County as the COUNTRY. A Country is the **FOREIGN COUNTRY** which has requested a document and an Authentication or Apostille.
  
- Are the original documents to be certified included?**  
Submit the documents requested by the foreign country. An original document consists of a document which has been signed by a Wisconsin notary public, Wisconsin public officer, Wisconsin school official such as a principal, registrar, or counselor, or issued by a Wisconsin public agency. An originally notarized document has the original signatures of both the notary and the signer unless the document is a notarized copy; when a notarized photocopy is requested the notary should photocopy the original document (not a photocopy) and state that the document is a true and correct photocopy of an original document. An official public document is a document which was issued from a Wisconsin public agency or Wisconsin school. The Wisconsin public official or school official are the only officers who can use a signature stamp or preprinted signature.
  
- Can I get more than one copy of the Authentication or Apostille?**  
If more than one apostille or authentication is required, you must submit the same number of original documents as you are requesting Authentications or Apostilles.
  
- Are the proper fees included?**  
\$10 per document for standard service; \$35.00 per document for expedited service  
Credit cards are not accepted; please include a money order, cash, or a personal or business check (not a starter check). All checks submitted must have a preprinted name and address on the check.
  
- Has a return envelope been provided?**  
Include a self-addressed, stamped envelope, a completed express mail envelope, an electronic UPS, FedEx or USPS way bill; do not use the carbon copy, handwritten FedEx or UPS air bills. We cannot ship documents back via FedEx Ground. You must include a preprinted waybill to have your documents returned by courier. Documents submitted with return request for FedEx Ground or FedEx/UPS Carbon Copy air bill will be returned via regular mail.

THIS CHECK LIST IS FOR YOUR PERSONAL USE. IT IS NOT SUBMITTED

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