

**APOSTILLE AND CERTIFICATION**

Below are a list of requirements, and information needed to complete the authentication request. Please read the following carefully to ensure proper processing of your documents.

Please complete this form and return it with your document and proper fee (\$10 for the first document, \$5 for each additional document.)

1) Check or money order for the exact amount of the service.  
Make payable to: WV Secretary of State

2) Notary statement information must be complete. Please see the notary information on our authentications page to see examples of the acknowledgement statements that must accompany a notarization.

Please complete the information below regarding your authentication request:

Name of person or company requesting: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Destination of Document (Country to be used):** \_\_\_\_\_

Number of Documents: \_\_\_\_\_ Fee Enclosed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any further questions you may contact our office toll free at: 1-866-767-8683.

**IMPORTANT: If you would like the document(s) returned to you any way other than by regular USPS mail, please enclose a prepaid envelope.**

**West Virginia Secretary of State's Office**  
Attn: Business and Licensing Division  
1900 Kanawha Blvd. East  
Charleston, WV 25305  
304-558-8000  
<http://www.wvsos.com>