

AUTHENTICATION & APOSTILLE INSTRUCTIONS

The Office of the Wisconsin Secretary of State provides Authentication and Apostille services for documents intended to be used internationally. Documents that have been certified or issued by Wisconsin Public Officials, Wisconsin Notaries, certain Court Officials, and University of Wisconsin Registrars and/or Presidents can be submitted to this office. Documents issued by officers or persons outside of those outlined here should be submitted to their state or country of origin.

You must submit one original document for each Authentication or Apostille certificate you are requesting.

Use this sheet as a guide to help you to fill out the **Authentication & Apostille Order Form**.

Section 1: Contact Information

Please fill this section out with your own information. This section should contain the information for the person we will contact if any questions arise about your order.

Section 2: Destination Country

- This section is required. Please indicate the country for which we should issue your Apostille or Authentication. Please note that we do not issue certificates for use in the United States or any state or territory therein.
- In rare cases, if the country you indicate is Argentina or Venezuela, you will be told which form of Authentication you should seek for your document. This is the place to indicate that if applicable.

Section 3: Mailing & Return of Documents

Please submit your document(s), order form, payment, and return envelope to:

Drop Off In Person:

Wisconsin State Capitol
Room B41W
Madison, Wisconsin

OR

Mail via USPS:

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

OR

Mail via courier:

Secretary of State
Certification Desk
State Capitol Mailroom
17 W. Main Street
Madison, WI 53703-3960

You have several options for the return of your completed documents.

You **must** provide prepaid return postage in the form of a USPS envelope or UPS or FedEx label or envelope, or choose in-person pick up.

We CANNOT return mail via DHL or FedEx Ground. We advise you purchase tracking and hold on to your own tracking number. We will not purchase or retain tracking information for your documents. If you provide a carbon copy waybill, DHL label, or FedEx Ground Service label your documents will instead be returned to you via regular mail if the return address is within the US, or we will contact you for alternate arrangements.

Section 4: Fees & Payment

We provide two service speeds for Authentications and Apostilles. Documents can comprise of multiple pages, and the fees outlined in this section are per certificate we issue. If you need to split your order into different processing speeds, please provide one order form per request.

We accept only cash, check, or money order at this time; unfortunately we **cannot** accept credit card payments. Please make any checks or money orders out to : **Wisconsin Secretary of State**.

Fill in the number of documents you are submitting to us for Apostille or Authentication, then select the appropriate box for the service speed you require. Multiply the NUMBER OF DOCUMENTS times the FEE (\$10 standard, and \$35 for expedited), and fill in the total dollar amount due for your order.

Please be aware that any processing times we provide are **estimates only**.

State of Wisconsin

State Capitol Building
Room B41W



Secretary of State

statesec@wisconsin.gov
(608) 266-8888

Section 1: Contact Information

Requestor's Name:

(nombre & apellido de solicitante)

Address (direccion):

number & street

city

state/region/country

zip code

Telephone Number:

(numero de telefono)

Email Address:

(correo electronico)

Section 2: Destination Country

- a) Which Embassy, Consulate, Territory or Country is Requesting the Apostille or Authentication?
(en que país usará los documentos)

Please Note: We do not issue certificates for use in the United States

- b) Is the above country Argentina or Venezuela? Yes ☐ No ☐ **If yes:** Apostille ☐ or Authentication ☐

Section 3: Return of Documents

Type of Return Mailer Enclosed:

- ☐ Self-addressed USPS envelope with pre-paid postage
☐ **NONE**. I intend to pick up my documents in person in room B41W, State Capitol Building. Please contact me via:
☐ phone number below ☐ email below
☐ Self-addressed pre-paid courier label
(FedEx or UPS – we cannot ship FedEx Ground or DHL)

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

Secretary of State Certification Desk
State Capitol Mailroom
17 W. Main Street
Madison, WI 53703-3960

Section 4: Fees & Payment

We provide two service speeds for Authentications and Apostilles.

Standard Service costs \$10 per document. *Estimated processing time* : 7-10+ business days.

Expedited Service costs \$35 per document. *Estimated processing time* : 1-3 business days.

ALERT::PROCESSING TIMES DO NOT INCLUDE SHIPPING TIME AND ARE ESTIMATES ONLY.

Payment may be made via check (*no starter checks*), cash, or money order.
Please make checks out to: **Wisconsin Secretary of State**

Number of Documents: _____ ☐ Standard Service x \$10 = _____
☐ Expedited Service x \$35 = _____

FOR OFFICE USE ONLY

Apos ☐ Auth ☐ X _____
Apos # _____
Date ____/____/_____
Staff _____ ☐ Expedited
Credit # _____
Credit \$ _____
☐ issued ☐ redeemed

AUTHENTICATION & APOSTILLE ORDER FORM