

Advanced Mobile Notary & Apostille

315 Montgomery St. 9th Floor
San Francisco, CA 94104
Phone: 415-239-6600 Fax: 415-723-7663

Authentication & Apostille Order Form

Client Information- Your contact Information

Name _____ Email _____
Address _____ City/State _____ Zip _____
Telephone (best # to reach you) _____ Fax _____

To Which Foreign Country is the Legalized Document being sent (NOT USA) _____

Return-Mail Information (to where do you want these documents mailed?)

Organization/Company _____
Name of Contact _____ Phone _____
Address _____ City _____
Region/State _____ Postal Code _____ Country _____

Mobile Service is also available for selected areas. Please Call for details & pricing: 415-239-6600

***Rush Guarantee Service** 2 to 3 Day Processing / 5 Day Guarantee

Notarized Documents: \$150 first doc / \$90 each additional:
Powers of Attorney, School Transcripts (must be notarized by school), Corporate Documents, Any Document Requiring Your Signature

Vital Records: \$130 first doc / \$75 each additional Document:
Birth, Death, or Marriage Certificates, Superior Court Document

Same-Day & 24-hour "Urgent Rush" Service Docs that need to be Apostilled within 24 hours

1. Please Fax or Email your documents & this form
2. Call us at 415-239-6600 for options & fees Additional fees do apply.

For 24 hour service, you must call immediately to enable this service. No office walk-ins. You must call.

1st Doc Price \$ _____ + "Urgent Rush" Surcharge \$ _____ Total First Doc \$ _____

of Additional Docs _____ X (circle one) \$90 or \$75 = Additional Docs Total \$ _____

Shipping Costs Are Included with Rush Guarantee Service: Fed Ex Ground w/secure tracking. US/50 States

Other Mailing Options: Domestic Fed Ex / Overnight- add \$25 or International/ Fed Ex Express-call for quote
If selecting "other" shipping option enter here _____ Price \$ _____

Make check or Money Order to "Advanced Mobile Notary" Enter Order Total \$ _____

Fax or Email this form then mail it with all documents and check to Advanced Mobile Notary & Apostille

This order form is for processing up to the State of California only. Pricing listed does not include consular, embassy, or Federal U.S. Department of State processing fees. If these additional services are required, please call for quote.
*Rush Guarantee service states it will refund up to, but not to exceed \$150 if your Order is not processed and mail-dropped within 5 business days (M-F) from the time Advanced Mobile Notary & Apostille receives your document(s).

Signature to Approve _____ Date _____

Apostille Order Form Instructions

Advanced Mobile Notary & Apostille
315 Montgomery St., 9th Floor
San Francisco, CA 94104
415-239-6600



Drop-Off Information

This order form and applicable documents can either be mailed or hand-delivered to our location during **regular office hours**. If choosing to drop off your documents in person, please deliver them to the receptionist at the front desk. They are able to provide the order form; they will gladly accept your order and help arrange notarization of your document if required. The receptionist will not be able to answer legal or technical questions concerning your document or the service. **Call us at 415-239-6600 for assistance.**

Walk-in Business Hours: Monday through Friday, 9am – 5pm
After-hours appointment available by appointment

I. Review of your document

We would be happy to review your document and want to ensure a seamless process. To submit your documents for review, please either **fax** the document along with the completed order form and documents to **415-723-7663** or email at caldocs@yahoo.com

II. Mailing your document and receipt of your Document to our service

When mailing your document we recommend UPS or FedEx delivery services with tracking to ensure the receipt of your documents. You are also welcome to send the documents via regular mail. We will contact you within 24 hours to confirm we have received your document.

III. We can meet with you in person at our office or we can come to you.

We are available for meetings by appointment only at our office in San Francisco. We can arrange a meeting or mobile notary service at our office or at your location in the San Francisco Bay Area.
Call us at 415-239-6600 for details

Notarized Documents & Signed letters

Your document has to be signed in the presence of a California Notary Public. If not yet signed and notarized, please take the document to a notary public in California and have the document notarized. Once it is notarized, please mail the document to our office. Or, you may personally deliver it to one of local offices. Documents signed outside of California and notarized in another state are not handled by our service.

Vital Record Check list: (birth, death, or marriage certificates)

Please make sure of the following:

- The document was issued in one of the 58 counties in California
- The document was issued within the last 5 years
- The document has been signed by one of the following officials:
 - ✓ **County Clerk/Recorder**
 - ✓ **Clerk Recorder**
 - ✓ **Assessor/Recorder**
 - ✓ **Department of Health Services (DHS/CDHS)**

If unsure of the eligibility of any vital record, please visit our website for more information at: <http://www.advancedmobilenotary.com/birth.html>. If you need assistance, call us at 415-239-6600.