

MAIL DOCUMENTS TO:

Certification Desk
Office of the Secretary of State
16 Francis Street, 1st floor
Annapolis, MD 21401

**MAILING CHECKLIST****FOR DOCUMENTS TO BE CERTIFIED FOR INTERNATIONAL USE**

If you are mailing documents to the Office of the Secretary of State for apostille/certification, fill in this checklist completely, print and send it to us with your document(s). Make certain you have included all necessary material from the checklist below:

HERE'S THE INFORMATION WE NEED:

Sender's Name:		Date:
ADDRESS:		
CITY:	STATE:	ZIP:
DAYTIME TELEPHONE NUMBER:		
EMAIL:		
COUNTRY WHERE DOCUMENT(S) WILL BE USED:		

☐ **Number of document(s):** _____

Ensure you've included all document(s)

☐ **A check or money order** made out to the **Secretary of State** for the total amount due (\$5.00 per document.) (Submit one payment per order).

Amount Enclosed: \$ _____

Please do not staple check

☐ A postage paid self-addressed envelope in which to return the documents (**You may send an envelope for expedited mail, such as FedEx, UPS, etc. with prepaid postage.**) Please keep a copy of your tracking numbers for your own records.

NOTES OR SPECIAL INSTRUCTIONS:
