

CHECK LIST FOR DOCUMENTS TO BE CERTIFIED

If you are sending documents to the Office of the Secretary of State for certification, you may want to print this check list, fill it in and send it to us with your documents. Make certain you have included all necessary material from the checklist below:

CHECK LIST:

<input type="checkbox"/> Your document(s)
<input type="checkbox"/> A check or money order made out to the Secretary of State for the total amount due (\$2.00 per document.)
<input type="checkbox"/> A note telling us which country the document(s) will be used in
<input type="checkbox"/> A stamped self-addressed envelope in which to return the documents (you may send an envelope for expedited mail, such as FedEx, UPS, etc. with a prepaid air bill.)

HERE'S THE INFORMATION WE NEED:

Sender's Name:	Date:
ADDRESS:	
DAYTIME TELEPHONE NUMBER OR E-MAIL ADDRESS:	
COUNTRY DOCUMENT(S) WILL BE USED IN:	
NUMBER OF DOCUMENTS:	Amount enclosed (the charge is \$2.00 US per document):

NOTES OR SPECIAL INSTRUCTIONS:

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MAILING ADDRESS:

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



Office of the Secretary of State