

Obtain an Apostille or Authentication on your notarized or certified document from the California Secretary of State's office in Sacramento for use in another country

**Please send this completed order form and an original NOTARIZED or CERTIFIED document to:
Sun Document Filings, Inc. Attn: Apostille Unit'9922'E qmgi g'Vqy p'F t0Uvg0427, Ucet co gpvq.'CA 95: 48**

3-5 BUSINESS DAY SERVICE \$55.00*

24 HOUR RUSH SERVICE \$155.00*

***State filing fees and return shipping fees additional – SEE STEP 3: Filing fees**

What Country is the Apostille or Authentication for? _____

(REQUIRED)

****Please complete this form using your computer, use the hand tool in Adobe Acrobat****

STEP 1: We will return the filed document to the Address below (must be a physical address if you have chosen FedEx).

Ship to Name (First and Last name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (required): _____ Ext. _____ Alt. #: _____

STEP 2: Shipping - How would you like your order returned? If no choice is indicated, documents will be returned via regular mail. We can fax or e-mail a copy of the state seal and notarized document only up to 5 pages.

Add \$5.00 for a Fax (to one location in the U.S. only) OR Add \$5.00 for Scan and e-mail (one e-mail address only)

The original document will be returned via regular mail after we fax or e-mail a copy to you. Choose FedEx for faster delivery.

Fax or E-Mail address for scanned document: _____

FedEx (US address only): add \$28.00 for priority overnight OR Bill my FedEx acct# _____ or include an airbill

Regular Mail: No charge. Please note that we highly recommend that you use FedEx as we do not and cannot guarantee regular mail.

STEP 3: Filing Fees - \$55.00 service fee includes obtaining an apostille or authentication from the California Secretary of State + \$26.00 Secretary of State filing fee. **PER DOCUMENT.**

Our \$55.00 fee includes: Filing your document with the Secretary of State the same day we receive your request in Sacramento before 2:00 PM PST and returning the Apostilled/Authenticated document and payment receipt via regular mail. FedEx is additional. The state takes an average of 3-5 business days to process the document. *Purchase 24 hour rush service is you are in a hurry.*

SERVICE OPTIONS:

OPTION #1 Upgrade your filing to a 24 hour rush, add \$100.00 PER DOCUMENT

Rejected documents will incur additional service fees of \$55.00 on a 3 day or \$155.00 on a 24 hour rush. Review your document carefully prior to sending it to our office. We cannot legally review your document. Call the CA Secretary of State at 916-653-3365 for questions.

STEP 5: Payment Information: If you would like to mail checks (checks must contain full name and address), send one check payable to **Sun Document Filings, Inc. for \$55.00 (for 3-5 biz days) OR \$155.00 (for 24h rush) + FedEx fees (if applicable).** Write 2 separate checks made **payable to Secretary of State**; 1 check for \$6.00 (counter fee must be separate) and 1 check for \$20.00.

DUPLICATE PAYMENT FOR ADDITIONAL DOCUMENTS

To pay with a credit card, please complete the information below. ****Card holder MUST SIGN this form****

Credit Card Type: Visa MasterCard American Express Discover

Card Number: _____ - _____ - _____ - _____ Exp. Date _____ / _____ (mo/yy)

Billing address: Same as shipping Different billing address: _____

City: _____ State: _____ Zip: _____

Total Amount: _____ (Please indicate our fee, the state fee, and any shipping fee)

Name of Cardholder as it appears on the card: _____

Signature of Card Holder (Required): _____

By signing this form, I give permission to Sun Document Filings, Inc. (SDF) to bill the above listed credit card for the price of this order. I confirm that I have read and agree with SDF's terms and conditions found at www.sundocumentfilings.com. I understand that SDF makes no guarantee that the Secretary of State will accept this document. Rejected documents will incur a resubmittal fee of \$55.00 for 3-5 biz days or \$155.00 for 24 hour rushes. Contact information found on our website at <http://www.sundocumentfilings.com/contact.htm> Thank you for your business.