



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

**Authentication Request Form**  
**Apostille/Certification**

Person Requesting Authentication: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

- Name/Address where documents are to be mailed:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

- Number of Documents to be Authenticated: \_\_\_\_\_ \$1.00 per Authentication

- **Country of Destination/Use of Documents:** \_\_\_\_\_

**If China, indicated one:** \_\_\_\_\_ **Mainland** \_\_\_\_\_ **Hong Kong** \_\_\_\_\_ **Macao**

Include:

- Authentication Request Form
- Documents to be authenticated
- Postage-paid, self-addressed envelope
  - Any type of envelope allowed (FedEx, UPS, USPS Priority, or USPS)
- Check or money order for \$1.00 **per authentication** (not page)
- Documents in foreign language must include an English Translation

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- ✓ Double check to ensure all the required enclosures (including fees) are included in your mailing.
  - ✓ Allow 4-6 weeks processing time after received in the office: mail time may vary based on your mail method.
  - ✓ Expedited service is not available.
  - ✓ Questions or concerns, email us at [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov) or check our website.

Mail documents to:

Michigan Department of State  
Office of the Great Seal  
7064 Crowner Drive  
Lansing, MI 48918