



Authentication Request Form

Apostille/Certification

Section 1. Person requesting authentication

Name	
Phone number	Email

Section 2. Name and address where documents are to be mailed

Name		
Mailing address		
City	State	ZIP

Section 3. Documents to be authenticated

Number of documents to be authenticated (\$1.00 per authentication)	
Country of destination/use of documents (<i>not the USA</i>)	If China, indicate one: Mainland Hong Kong Macao

Include all of the following in your mailed submission:

- Authentication request form
- Documents to be authenticated
- Self-addressed, stamped envelope or pre-paid air bill sent by a service such as FedEx, UPS, USPS Priority, or USPS. (If sending by mail with courier service, you must list yourself as the sender and receiver on the courier return air bill.)
- Check or money order for \$1.00 payable to the State of Michigan **per authentication** (not page)
- Documents in a 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
 - If you have any questions or concerns, email us at 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