Apostille Request Preparation Sheet

Use this worksheet before ordering records or requesting an apostille quote.

Before you book

- ☐ Ask the overseas recipient which version of each document it requires.
- ☐ Identify the issuing state, agency or school for each document.
- ☐ Confirm the destination country and any translation instructions.
- ☐ Check whether you need an original, certified copy or notarized document.
- ☐ Leave time for processing, shipping and return delivery.

Destination country

Document type and issuing office

Required document format

Delivery deadline

Planning worksheet. Use the official form and instructions from the requesting organization.

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