Maine Secretary of State
Bureau of Corporations, Elections and Commissions
Apostille/Authentication Request

Fee: **$10.00 per special certification**

Name of requester:_____

Address of requester:_____

Telephone number of requester:_____

Email address of requester: _____

Name of person documents pertain to: _____

Type of documents (birth certificate, marriage certificate, transcripts, diploma etc.):_____

Number of documents for Apostille/Authentication:_____

Country of destination **(country requesting the Apostille/Authentication)** _____

Payment method:

- ☐ Check *
- ☐ Money Order*
- ☐ Visa
- ☐ MasterCard
- ☐ Discover
- ☐ American Express

Credit Card Number:_____ Expiration Date: _____

Name as it appears on card: _____

Credit card billing Address: _____

Delivery method requested: _____

- ✓ **A shipping label is required for documents that you are requesting this office to mail out of the United States.**
- ✓ **Any forms required by U.S. Customs are the responsibility of the requester.**
- ✓ **If requesting delivery by courier service, please be sure to include the shipping label with your account information.**
- ✓ ***Checks and money orders should be made payable to the Secretary of State in U.S. funds.**

For more information on Apostilles/Authentications, please visit our website at www.maine.gov/sos/corporations-commissions/authentications-and-apostilles

Submit request together with documents requiring special certification to:

Mailing Address:
Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101

Physical Address:
Secretary of State
Division of Corporations, UCC and Commissions
6 E. Chestnut Street, 5th Floor
Augusta, ME 04333

Telephone Inquiries: **(207) 624-7752**
Email Inquiries: cec.notaries@maine.gov