**Dub’s Notary Services**
Website: [www.dubs-notary-services.biz](http://www.dubs-notary-services.biz/)
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Phone: 702-782-0137

**Apostille Service Intake Form**

Date of Request:

**Timeline for Completion:**
Requested Completion Date:

**Destination of Documents:**

Country:

**Contact Information:**
First Name: Last Name:
Street Address: Suite/Apt:
Country:
City: State: Zip Code:
Phone Number:
Email Address:

* Name on Documents (if different):

**Document Information:**

* Do any of the documents require notarization? [ ]  Yes [ ]  No
* Have the documents already been notarized? [ ]  Yes [ ]  No
* If yes, where were they notarized?

| **Document Description** | **State of Origin** | **Requires Translation (Yes/No)** | **Notarized (Yes/No)** |
| --- | --- | --- | --- |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

[ ]  Yes [ ]  No For items requiring translation, is an apostille needed for both original document and the translation?

**Additional Comments:**

**Agreement & Signature:**
This signature confirms that the information provided is accurate and will authorize Dub’s Notary Services to obtain Apostilles or Authentications on my behalf. I agree to indemnify and hold Dub’s Notary Services or its agents and employees harmless from any liability, including attorney’s fees, which may be incurred herein. Dub’s Notary Services cannot guarantee shipping and/or delivery times. Dub’s Notary Services cannot guarantee anything occurring because of force majeure. You have been instructed not to purchase travel tickets or make travel arrangements until the Apostilles or Authentications have been received. Please note that the FBI background checks may take 9-11 weeks for completion. Additionally, I acknowledge that deposits are non-refundable once processing has begun.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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