

**AUTHENTICATION REQUEST FORM**

Sender's Name: Your Name

Company's Name: The company or agency you need your Diploma mailed to

Address: The address you need your Diploma Mailed to

Daytime telephone number: Your Telephone Number

Email address: Your Email Address

Country in which documents will be used: \_\_\_\_\_

**Make sure that all documents are properly notarized or certified**

Number of documents: \_\_\_\_\_ x \$10.00 (adoptions) = \_\_\_\_\_ Total due

Number of documents: 1 x \$20.00 (all others) = \$20 Total due

**\*\*If you need both your Diploma and Transcript Apostille, indicate 2 documents and \$40.**

Make payable to: *Secretary of State* Check \_\_\_\_\_ Money Order \_\_\_\_\_

\_\_\_\_ Visa Credit card number: \_\_\_\_\_

\_\_\_\_ Mastercard **\*\*State Fee/Credit Card Users \$5.00**

\_\_\_\_ American Express Expiration date: \_\_\_\_\_

\_\_\_\_ Discover

**We highly suggest providing your credit card information on the form. This will be easier and quicker than sending a check or money order.**

***Type of return mailer enclosed:***

- \_\_\_\_\_ Self-addressed first class envelope with postage
- \_\_\_\_\_ Self-addressed U.S. Postal Service Priority or Express with postage
- Self-addressed carrier label (FedEx, UPS, DHL) with account number

Submitting overnight delivery supplies **does not** guarantee overnight processing. Allow two (2) to three (3) business days for documents to be processed by our office. If you need immediate service, please call for additional information at 225.922.0330.

**SEND COMPLETED FORM WITH PAYMENT AND ALL DOCUMENTS TO:**

Secretary of State  
Commissions Division  
8585 Archives Ave.  
Baton Rouge, LA 70809