

Certification Desk
Office of the Secretary of State
16 Francis Street
1st floor
Annapolis, MD 21401



CHECKLIST

FOR DOCUMENTS TO BE CERTIFIED FOR INTERNATIONAL USE

If you are sending documents to the Office of the Secretary of State for apostille/certification, fill in this checklist, print and send it to us with your document(s). Make certain you have included all necessary material from the checklist below:

HERE'S THE INFORMATION WE NEED:

Sender's Name:	Date:
ADDRESS:	
DAYTIME TELEPHONE NUMBER OR E-MAIL:	
COUNTRY WHERE DOCUMENT(S) WILL BE USED:	

☐ Number of document(s): _____
Ensure you've included all document(s)

☐ A check or money order made out to the Secretary of State for the total amount due (\$5.00 per document.)

Amount Enclosed: _____

☐ A postage paid self-addressed envelope in which to return the documents (you may send an envelope for expedited mail, such as FedEx, UPS, etc. with prepaid postage.)

NOTES OR SPECIAL INSTRUCTIONS: