

South Florida Apostille Services

Apostille & Translation Order Form

1-800-208-2128

info@southfloridaapostilleservices.com

Contact Information:	
Name:	
Contact Name:	
Company Name:	
Address:	
City/State/Zip:	
Contact Phone:	
Email:	

<p>Date You Need to Receive Completed Documents (Required): <i>(allow 2-5 additional business days if translations are needed)</i></p>	
---	--

Service Selection:

*On-Site Service: We pick up and return (ship) completed documents to you.
The final price depends on Hague or Non-Hague Country Status. See website for pricing and FAQs.*

Service Options

Service Selection <i>Regular Service: Typically, 5-8 Business Days</i>	Mail-In or <input type="checkbox"/>	Drop-Off <input type="checkbox"/>	On-Site <input type="checkbox"/>
Notarization <i>(Does your document need notarization? If yes, check the box)</i>	Mail-In <i>(Not Available)</i>	Drop-Off <i>(Not Available)</i>	On-Site <input type="checkbox"/>
Express Service <i>(Do you need faster service? If yes, check the box) Express Service: Typically, 3-5 Business Days Florida Express: Typically, 2 Business Days (Florida originating documents only)</i>	Mail-In <i>(Additional Charge)</i> <input type="checkbox"/> Regular <input type="checkbox"/> Florida	Drop-Off <i>(Additional Charge)</i> <input type="checkbox"/> Regular <input type="checkbox"/> Florida	On-Site <i>(Additional Charge)</i> <input type="checkbox"/> Regular <input type="checkbox"/> Florida
<p>For Mail-in Service & On-Site Only (For International Shipping be sure to complete the credit card authorization form for payment) Name & Address to send Completed Documents:</p>			

Document Details:			
Type/Name of Document <i>(List all documents below)</i> <i>Examples:</i> <i>Vital Records: Birth, Death, Marriage Divorce</i> <i>Estate Documents: Power of Attorney, Trust, Will</i> <i>Federal: FBI Background Screening, IRS Tax Transcript</i> <i>Education: Transcripts</i> <i>General: General Letter, Business Entity, Passport Copies,</i> <i>Consents, Proof of Residency</i>	State that Issued Document	Country Requesting Apostille	Is Translation Needed? <i>(Check box if yes)</i>
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>
11.			<input type="checkbox"/>
12.			<input type="checkbox"/>

13.				<input type="checkbox"/>
14.				<input type="checkbox"/>
15.				<input type="checkbox"/>
16.				<input type="checkbox"/>
17.				<input type="checkbox"/>
18.				<input type="checkbox"/>
19.				<input type="checkbox"/>
20.				<input type="checkbox"/>
21.				<input type="checkbox"/>
22.				<input type="checkbox"/>
23.				<input type="checkbox"/>
24.				<input type="checkbox"/>
25.				<input type="checkbox"/>
26.				<input type="checkbox"/>
27.				<input type="checkbox"/>
28.				<input type="checkbox"/>
29.				<input type="checkbox"/>
30.				<input type="checkbox"/>

Translation Request Details

(Skip this section if translation service not required)

****Processing time: 2-5 business days, excludes weekends and holidays. ****

Cost: \$70 per page or \$.28-.32/word (no prorations). See *Note below for more information.

Prices subject to change

Please translate my document(s):

From <i>(Language)</i>	To: <i>(Language)</i>

- Do you need a Notarized Translation? (additional \$37 per document)
- Do you need an apostille for your translated document? (additional \$125, if adding to an apostille order above)
- If Spanish, do you require Castilian (formal Spanish)?
- Do you need a Spanish translation by a Spanish Sworn Translator? (additional charges may apply)?

***Note:**

- All translations are Certified Translations.
- Documents will be submitted for translation after being Apostilled/Authenticated.
- The translation itself is not Authenticated unless you are requesting certified translations.
- Document requirements:
 - One-sided
 - Clear: no smudges, cutoffs, fuzzy wording, blackouts, black lines, cross-outs, debris, etc.
 - Must be on standard Letter or Legal sized paper.
- Formatting is included.
- Each document is counted individually and charged separately.
- Translations are non-refundable. In the unlikely event errors are found, they will be corrected.

South Florida Apostille Services

Credit Card Authorization Form

Please complete all fields. Please write clearly.
 You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information	
Card Type: <input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX
<input type="checkbox"/> Other Credit Card, If other, type name here:	
Cardholder Name (as shown on card):	
Card Number:	
Expiration Date (mm/yy):	
CVV:	
Cardholder ZIP Code (from credit card billing address):	

I, _____ authorize South Florida Apostille Services to charge my credit
Customer Printed Name
 card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Customer Signature
Date

Service Agreement

- I understand that I must email a clear scan or photograph of the original document(s).
- I understand that final cost will be provided prior to charging my credit card.
- I understand international shipping is an additional cost.
- I understand that I must submit original documents to be apostilled.
- I understand that orders may not be cancelled after document submission, and that documents will not be released without full payment.
- I understand that an Apostille/Authentications does not guarantee the requesting country will accept the document(s). I will verify my document(s) and formatting are acceptable with the requesting country.
- I understand if my document(s) were improperly notarized by an outside agency and results in rejection, a \$125 fee will be assessed prior to resubmission.
- Shipping Disclosure: we utilize shipping carriers to facilitate apostille processing. We are not responsible for packages lost/damaged/undelivered during shipping.
- COVID-19 Protocols: Concierge Service Customers. We are offering contactless service. Please leave your documents in a sealed envelope in a designated area. The Courier will collect your documents from the designated area at the specified date and time. Text/email notifications will be sent upon pickup and delivery of documents. If you require notarization, please wear a mask, and always remain 6 feet from the notary/courier. Please have your own pen.
- Expect delays in processing times. All times provided are estimates and are not guaranteed. Review the [home page](#) for current processing times. Please plan accordingly.

(Signature)

(Date)

(Printed Name)

We will review your request and contact you with the final price and next steps. Thank you for your business.

South Florida Apostille Services