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KANSAS SECRETARY OF STATE
Request for Document
Certification (Apostille/Authentication)

Kansas Office of the Secretary of State:

Memorial Hall, 1st Floor (785) 296-4564
120 S.W. 10th Avenue notary@ks.gov
Topeka, KS 66612-1594 www.sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

Note: Document(s) needing certification must be enclosed.

1. **Name of requestor:**

2. **Document type:**
(E.G. Birth Certificate, Power of Attorney, High School Diploma, etc.)

3. **Name of foreign country requesting certification:**

4. **Contact phone number:**

5. **Contact email:**

6. **Payment information:** (The fee for certification is \$7.50 for each document that is sent in.)
(Checks and money orders should be made payable to the Kansas Secretary of State.)

<input type="text" value="Credit Card Number"/>	<input type="text" value="Expiration Date (MM/YYYY)"/>	<input type="text" value="Billing Zip"/>
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7. **Certification requests are generally processed within 3-5 business days from the date they are received in our office. Requests for certification should be mailed to the Secretary of State at the address above.**
8. **A self-addressed pre-paid envelope should be included with your request. You may also select one of the return options below.**

Please charge the above credit card and return the documents to me by:

FedEx First Overnight

FedEx Standard Overnight

FedEx 2Day

FedEx International Priority

UPS (United States only)

FedEx account number:

UPS account number:

<input type="text"/>	<input type="text"/>
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9. **Return address:**

<input type="text" value="Address"/>			
<input type="text" value="Address"/>			
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip"/>	<input type="text" value="Country"/>