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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) 296-2239
120 S.W. 10th Avenue notary@ks.gov
Topeka, KS 66612-1594 www.sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

1. Name of requestor:

Name

2. Document type:

(E.G. Birth Certificate, Power of Attorney, High School Diploma, etc.)

3. Name of country:

This should be the country that this document will be used in.

Country

4. Contact phone number:

Phone

5. Contact email:

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.)

Credit Card Number

Expiration Date (MM/YYYY)

Billing Zip

7. Certification requests are generally processed within three business days from the date they are received in our office. Requests for certification should be mailed to the following address:

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka, KS 66612-1594

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 UPS

FedEx account number:

UPS account number:

9. Return address:

Address

City

State

Zip

Country