

**Not for use for
adoption requests**
(Please use Form #2103)



**REQUEST FOR
UNIVERSAL APOSTILLE**

The following items are required to process a mailed Universal Apostille request:

1. Completed Form 2102: Request for Universal Apostille
2. Payment: Check, money order, or cashier check for the total amount due
3. The original Texas notarized document or certified copy of the public record requested to be apostilled
4. A prepaid and preaddressed return envelope
The Office will not use shipping labels that state "Bill Sender."

Submitter Information

Name: _____

Mailing Address: _____
Street City State Zip Code

Phone: _____ Email Address: _____

Required Information

1. Name of Embassy or Country (where documents will be presented): _____
Apostilles cannot be presented to the United States.
2. Total Number of Documents: _____ X \$15.00 = _____ Total Amount Due

Method of Payment (Required)

Check or Money Order # _____ *Payable to the Texas Secretary of State.*
Payment via Credit Card is not accepted through the mail. *Retain a copy of your check for reference.*

Document Return Method (Tracking is highly suggested)

- Self-Addressed Stamped Envelope
- Self-Addressed Prepaid Carrier Label (Fedex, UPS, USPS). **No handwritten air-bills are accepted.**
Please retain your tracking number information to track the return envelope.

Mailing Address

Office of the Secretary of State
Authentications Unit
PO Box 13550
Austin, TX 78711-3550

Physical Address (for overnight mail and walk-in services)

Office of the Secretary of State
Authentications Unit
1019 Brazos St
Austin, TX 78701
Walk-in service: Monday – Friday 9:00 AM to 4:00 PM
Credit Cards are accepted for walk-in service.

Requests are generally processed within 25 business days.

Texas business records must be authenticated with the Certifications Unit within the Office of the Secretary of State