



REQUEST FOR AUTHENTICATION / APOSTILLE

State Form 56720 (R / 2-20)

**SECRETARY OF STATE
BUSINESS SERVICES DIVISION**
 302 West Washington Street, Room E018
 Indianapolis, IN 46204
 Telephone: (317) 232-6576
www.sos.in.gov

FILING FEE: \$2.00 per authentication / apostille, unless in the list below

Documents exempt from filing fee: Indiana Birth and Death Certificates
 Adoption Documents
 Student Transcripts / Diplomas
 Documents with the Secretary of State seal
 Business Entity or Trademark

**Indiana Code 33-42-15-1
 33-42-15-2**

ALL SECTIONS MUST BE COMPLETED.

Please Note: For time sensitive documents, we highly recommend the use of expedited shipping through Federal Express (FedEx), United Parcel Services (UPS), or similar service. The United State Postal Service is not delivered directly to our office, which may result in delays.

Date (month, day, year)	For what country are the documents being authenticated / apostilled?	Number of documents
Type(s) of document(s)		

REQUESTOR INFORMATION

Name of requestor	
Telephone number ()	E-mail address

RETURN DOCUMENTS TO:

Name			
United States address (number and street)	City	State	ZIP code

TYPE OF DELIVERY

Choose delivery option(s).

Mail to above address
The customer must provide a self-addressed, stamped envelope.

FedEx or UPS overnight / express delivery service (or similar service)
A prepaid air bill is enclosed. Required for all addresses outside the United States.

Please note: If a prepaid envelope or air bill is not provided, your documents will be returned by regular mail.

FEDERAL DOCUMENTS

DO NOT send the following document types for authentication / apostille. These documents must be sent to the US State Department for authentication / apostille.

- FBI background checks
- Documents related to citizenship
- Documents issued under seal of federal court
- Originals or photocopies of documents from:
 - Department of Justice
 - Department of Treasury
 - Department of Homeland Security
 - Department of Health and Human Services
 - US Patent and Trademark

REQUEST CHECKLIST

<input type="checkbox"/> Completed State Form 56720, Request for Authentication / Apostille	<input type="checkbox"/> Fee of \$2.00 per authentication / apostille (if applicable)
<input type="checkbox"/> Documents needing authentication / apostille	<input type="checkbox"/> Prepaid, preaddressed envelope