

PAW FINANCIAL & NOTARY SERVICES
DOCUMENT APOSTILLE/LEGALIZATION
and AUTHENTICATION PROCESSING

ORDER FORM

(Please submit a separate order form for each document.)

Please mail this form, along with your document to:

PAW Financial & Notary Services

ATTN: Apostille Processing

315 Wright St.

Inverness, FL 34452-5817

USA

Tel: 1+352-419-4236

www.PAWnotary.com

DOCUMENT CUSTODIAN (Submitter) INFORMATION

Name: _____

Address: _____

Telephone Number: _____

E-mail address: _____

Mailing address where you would like us to return your documents (if address is different than above):

DOCUMENT INFORMATION:

Country document will be used in: _____

Title of document: _____

Description of document: _____

Service requested:

Apostille/Legalization (FL Dept of State)

Authentication (US Dept of State)

Embassy Legalization: Please specify Embassy/Consulate: _____

STATEMENT OF AUTHORITY

I, the undersigned custodian of the described document, authorize PAW Financial & Notary Services to act on my behalf in obtaining the requested certificates for the documents described above. I further hereby release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury, that may be sustained in the processing of said documents.

(Date)

(Signature of Document Custodian)

About your documents:

The document must be an **original** document or a document considered to be a public record that has been certified by a public official in Florida.

The making of the photocopy must be completed by our notary. It is not sufficient for the notary to compare the photocopy with the original document; the notary must actually make the photocopy.

The following documents can be photocopied from the original (if not officially filed or recorded) and attested to by our notary, because certified copies cannot be obtained from another public official:

- Florida driver's license
- Florida vehicle title
- Social Security card
- Diploma
- Medical record
- U.S. passport
- Bill of sale
- Contract
- Lease
- Resident alien card
- Personal letter
- Any document previously notarized by a Florida notary public that is not a public record.

The following documents are examples of public records, copies of which must be attested to by the Florida official who maintains the public record:

- Birth certificate
- Marriage certificate
- Death certificate
- Certificate of citizenship or naturalization
- Documents filed in a court proceeding
- Documents recorded by the Clerk of the Court
- Public records maintained in government offices
- Student records (transcripts, etc.) kept in public education offices
- Federal or state income tax forms, already filed
- Professional licenses issued by the State of Florida