



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

**Authentication Request Form  
Apostille/Certification**

Person Requesting Authentication: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**Country of Destination/Use of Documents:** \_\_\_\_\_

- **If China indicate one:** \_\_\_\_\_ Mainland \_\_\_\_\_ Hong Kong \_\_\_\_\_ Macao

Number of Documents to be Authenticated: \_\_\_\_\_ X \$1.00 \$\_\_\_\_\_ (**Enclose this amount**)

Name/Address where documents are to be mailed:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Type of **completed** self-stamped or pre-paid envelope enclosed:

\_\_\_\_\_ US Postage Paid Envelope; or

\_\_\_\_\_ Pre-Paid Air Bill

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- ✓ Double check to ensure all of the required enclosures (including fees) are included in your mailing.
  - ✓ Allow 3-4 weeks processing time: mail time may vary based on your mail method.
  - ✓ Expedited service is available on a walk-in basis only.
  - ✓ Questions or concerns email us at [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov)
  - ✓ Find more information on document requirements and the authentication process on our website.

Mail documents to:

Michigan Department of State  
Office of the Great Seal  
7064 Crouner Drive  
Lansing, MI 48918  
[Website](http://www.Michigan.gov/SOS)