

## Process for obtaining an APOSTILLE

US Authentication Services offers apostille services for US documents and is proud to be A+ accredited by the Better Business Bureau. We are located in the Washington DC metropolitan area and are able to hand deliver documents to the DC Secretary of State and US State Department.

At US Authentication Services, we can obtain the apostille on your FBI CBC from the US Department of State and obtain apostille on your diploma from the Washington, DC Secretary of State. Our turnaround time is only 4-5 business days after we receive your documents. We are happy to offer a discounted rate of \$50 per FBI background check and \$60 per diploma, which is \$5 off our normal charges (**PROMO CODE TT5282, shown on the attached Service Order Form**). These amounts include the US Department of State fee and DC Secretary of State fee as well.

### Rates:

- US Department of State apostille: \$50 per FBI background check
- DC Secretary of State apostille; \$60 per diploma

### Time Frames:

The processing time for FBI documents which need to be submitted to the US Department of State and diplomas which need to be submitted to the DC Secretary of State is approximately 4-5 business days.

### Placing the order via email:

If you would like to begin the process on a scanned diploma and received your FBI background check as a PDF file from the FBI or FBI channeler, it is an official document and we can proceed via email. Please attach the following together in one email:

- **Order form** with credit card information/PayPal receipt <http://www.usauthentication.com/payments/>
- **FBI Background check pdf file**
- **Clear scan of the diploma(s)**
- **A form of verification for diploma:** (One of the following emailed: copy of transcript, letter from the school, or degree verification from <https://secure.studentclearinghouse.org/vs/Index>)
- **Return mailing options:**
  - You can provide a prepaid return label (please do not list us as the sender), or
  - Add \$35 for Domestic FedEx 2Day, or
  - FedEx International Priority, cost to be calculated

This emailed order must be sent to [info@usauthentication.com](mailto:info@usauthentication.com) with the subject line:

**"EMAILED ORDER -- APOSTILLE -- YOUR NAME"**

If you received your FBI check in the mail as a hard copy or would like to process the original diploma, please mail all items to our office.

Once we receive your package, we will email you to confirm receipt.



Services Order Form

WHAT TO INCLUDE:

- 1. FBI background check, original diploma, or notarized diploma
2. This order form
3. Payment (check or money order payable to US Authentication Services, PayPal, or cc information on this form)
4. Prepaid return label or payment for label

ADDRESS: 7015 Old Keene Mill Road, Suite 203, Springfield VA 22150

EMAIL: info@usauthentication.com

Contact Information:

First Name: Last Name: Address: Suite/Apt#: City: State: Zip Code: Country: Email address: Phone number:

Document Information: (Please list only the specific documents to be Apostilled/Authenticated)

- 1.
2.
3.
4.

Total # of documents: Country documents will be used in: Subtotal: \$

Return Mailing Information:

Name: Company: Address: City: Postal code: State: Country: Contact Phone number:

(check one box)
Prepaid return label provided
FedEx Domestic 2 Day mailing: \$ 35.00
Signature Required (Y/N)
FedEx International mailing \$
(see page 2 for rates)

Grand Total: \$

Payment Information (check one box)

Method of payment: Check Money order Credit Card PayPal #

Credit Card information (if applicable):

Card Number: Exp. Month/Year: Security Code:

Full Name as appears on Card: Billing Zip Code:

By signing below I authorize US Authentication Services to charge my credit card US \$ for all the services rendered, in addition to a 4% credit card convenience fee.

Cardholder Signature (required if paying by credit card):

I authorize US Authentication Services to obtain Apostille or Document Authentications on my behalf. I agree to indemnify and to hold US Authentication Services, its employees, agents and affiliates harmless from all liability and expenses, including reasonable attorney's fees that maybe incurred as a result of my instructions. I understand that US Authentication Services cannot, and does not, make any guarantees or warranties regarding my request to Apostille or certify my document(s) and also cannot guarantee any shipping and delivery times.

Signature (to process order): Date:

### Mailing Pricing List

Please note FedEx International Priority prices are subject to change. FedEx International Priority delivery takes about 2-3 business days, assuming there are no delays with customs.

<b>Afghanistan</b>	\$ 160.00	<b>Costa Rica</b>	\$ 105.00	<b>Iraq</b>	\$ 150.00	<b>Portugal</b>	\$ 80.00
<b>Argentina</b>	\$ 105.00	<b>Dominican Republic</b>	\$ 65.00	<b>Italy</b>	\$ 70.00	<b>Qatar</b>	\$ 80.00
<b>Australia</b>	\$ 80.00	<b>Ecuador</b>	\$ 105.00	<b>Jordan</b>	\$ 80.00	<b>Saudi Arabia</b>	\$ 80.00
<b>Austria</b>	\$ 80.00	<b>Egypt</b>	\$ 80.00	<b>Kuwait</b>	\$ 80.00	<b>South Korea</b>	\$ 75.00
<b>Bolivia</b>	\$ 105.00	<b>Ethiopia</b>	\$ 150.00	<b>Lebanon</b>	\$ 80.00	<b>Spain</b>	\$ 80.00
<b>Brazil</b>	\$ 105.00	<b>France</b>	\$ 70.00	<b>Mexico</b>	\$ 55.00	<b>Taiwan</b>	\$ 75.00
<b>Canada</b>	\$ 55.00	<b>Germany</b>	\$ 70.00	<b>Netherlands</b>	\$ 70.00	<b>Thailand</b>	\$ 85.00
<b>Chile</b>	\$ 105.00	<b>Guatemala</b>	\$ 105.00	<b>Pakistan</b>	\$ 80.00	<b>United Arab Emirates</b>	\$ 80.00
<b>China</b>	\$ 75.00	<b>India</b>	\$ 80.00	<b>Panama</b>	\$ 105.00	<b>United Kingdom</b>	\$ 70.00
<b>Columbia</b>	\$ 105.00	<b>Indonesia</b>	\$ 80.00	<b>Philippines</b>	\$ 80.00	<b>Vietnam</b>	\$ 85.00