

**OFFICE OF THE SECRETARY OF THE STATE**

**AUTHENTICATION / APOSTILLE ORDER FORM**

Website: [portal.ct.gov/sots](http://portal.ct.gov/sots)

Telephone: (860) 509-6002

**Mailing Address: (Direccion postal)**

Connecticut Secretary of the State, Attn: Authentications  
P.O. Box 150470, Hartford, CT 06115-0470

**FEES:** Child Adoption: \$15.00 per document

Regular Documents: \$40.00 per document

Expedited: **Additional \$50.00 per document.**

**Delivery by Fedex, UPS, DHL (Servicio de Mensajero)**

Connecticut Secretary of the State, Attn: Authentications  
165 Capitol Avenue, Suite 1000, Hartford, CT 06106

**PAGO:** Adopcion es \$15.00 Por Documento Otros documents son \$40.00

**Checks payable to:** Secretary of the State (Haga los cheques a nombre de la Secretary of the State)

(Las órdenes serán procesadas y enviadas en 24 horas.. Documentos de adopción no se pueden agilizar.) **Rejected documents will result in the forfeiture of expedited fee. \*\*EXPEDITED SERVICE IS NOT WHILE YOU WAIT. (El servicio acelerado no es mientras espera.)**

**EXPEDITED SERVICE:** Orders will be processed and mailed within 24 hours. **Orders will be processed and mailed within 24 hours.**

**Adoption documents can not be expedited.** Rejected documents will result in the forfeiture of expedited fee. **\*\*EXPEDITED SERVICE IS NOT AVAILABLE WHILE YOU WAIT. (El servicio acelerado no es mientras espera.)**

PLEASE TYPE OR PRINT LEGIBLY. (FAVOR DE ESCRIBIR O IMPRIMIR LEGIBLEMENTE): Will not be responsible for misdirected mail if illegible. (No somos responsable de correo mal dirigido.)

1. DATE: (Fecha) \_\_\_\_\_ DAYTIME PHONE NO.: (Telefono durante el dia) \_\_\_\_\_

2. EMAIL ADDRESS (Dirección de correo electrónico) \_\_\_\_\_

3. NAME: (Nombre): First/Primer \_\_\_\_\_ Last/Apellido \_\_\_\_\_

4. COMPANY (Compania) (If applicable) \_\_\_\_\_

5. ADDRESS: (Direccion) \_\_\_\_\_ CITY(Ciudad) \_\_\_\_\_

STATE (Estado) \_\_\_\_\_ ZIP CODE(código) \_\_\_\_\_

6. FOREIGN COUNTRY in which your documents will be used. \_\_\_\_\_  
(Pais donde sus documentos seran usados)

7. CHECK IF DOCUMENTS ARE FOR AN ADOPTION (Marcar si los documentos son para adopcion)

8. NUMBER OF AUTHENTICATION/APOSTILLES REQUESTED. \_\_\_\_\_  
(Numero de certificados para autenticacion/apostilla solicitado)

9. CHECK IF YOU WANT **EXPEDITED SERVICE** (Marcar para Servicio Rapido)

TOTAL DUE: \_\_\_\_\_ **PLEASE, DO NOT SEND CASH BY MAIL.**

PAYMENT METHOD (Método del pago)  **\*\*\*CREDIT CARD** (Tarjeta de crédito)  CASH (Efectivo)  CHECK (Compruebe)  
**\*\*\*Please complete the attached credit card sheet. (Por favor complete la hoja de procesamiento de tarjeta de crédito adjunta.**

10. HOW WOULD YOU LIKE YOUR ORDER RETURNED? (CHECK ONE) **\*\*IF NOTHING IS INDICATED, YOUR ORDER WILL BE MAILED.**  
Providing a self-addressed stamped envelope would be appreciated. ¿Cómo quiere que su orden sea devuelta a usted? (Marque uno) Si no se indica nada, se enviara su pedido.

Pickup  First class mail  Prepaid courier service (provide label)   
Available only orders dropped off (Correo de primera clase) (Servicio de mensajero prepago – envíe etiqueta)