



REQUEST FORM

APOSTILLE OR CERTIFICATE OF AUTHENTICATION

STANDARD FEE
\$25.00 per document

STANDARD SERVICE
7–14 business days

RUSH SERVICE • Add \$50.00
VIRGIN ISLANDS Residents Only
Transactions or mailings that extend beyond the
Virgin Islands are not eligible for rush processing.

A copy of the applicant's **valid photo identification** must accompany this request.

1 APPLICANT INFORMATION

First name _____ _____	Last name _____ _____	Date _____ _____
Mailing address _____ _____	City / State / ZIP _____ _____	Daytime telephone _____ _____
Email address _____ _____	Firm or organization <i>(if applicable)</i> _____ _____	Person picking up document(s) <i>(Other than client)</i> _____ _____

2 DOCUMENT AND SERVICE DETAILS

Name(s) listed on the document _____	Service requested ☐ Apostille ☐ Certificate of Authentication ☐ Notary Verification
Type of document _____	The country where the document will be used _____

3 PAYMENT

Checks/money orders payable to the
Government of the Virgin Islands

Number of documents: _____	× \$25.00 per document	TOTAL: \$ _____
☐ Money order no. _____	☐ Check no. _____	☐ Credit Card _____

4 RETURN DELIVERY

Important: All mailing transactions require a tracking number

☐ Self-addressed carrier label: ☐ FedEx ☐ UPS ☐ DHL	Tracking no. _____
☐ Self-addressed USPS: ☐ Priority Mail ☐ Express Mail	Tracking no. _____

5 APPLICANT ACKNOWLEDGMENT

I have reviewed the requested document(s) in their entirety and verified that the names and dates contained therein are accurate.

_____ Printed Name	_____ Signature	_____ Date
------------------------------	---------------------------	----------------------