



HOUSTON TEXAS MOBILE NOTARY & APOSTILLE

HOUSTONTEXESMOBILENOTARY.COM

Apostille Request Form		
Include this Form with Your Mailed Documents, Attn: Apostille, 5614 1st Street, Katy Texas 77493 ATTN: Jason Oliver, Apostille Manager		
First Name:	Last Name:	M.
Email (Print English Clearly):		
Your Phone #:		
Return Mailing Address: (This must be filled in) <small>no-international addresses are allowed for return-shipping without special request and additional shipping fee. USA Only</small>		
Street Address _____ Suite/Apt/ _____		
City _____ State _____ Zip Code _____		
Number of Document(s) Total # _____ <small>(Not pages but stand alone documents)</small>		
<small>Describe What Kind of Documents they are above. Example: Power of Attorney, Birth Certificate, Affidavit, Letter, Marriage License, Death Certificate,</small>		
Which Country is the Apostille going too? <small>(USA is not the correct answer) Fill out:</small>		
Payment must be made with a valid Credit/Debit Card or Post Office/Bank Money Order (Make Post Office Money Order to "Houston Texas Mobile Notary LLC"). NO PERSONAL CHECKS, NO Western Union. You will receive an email, text, call or invoice requesting your full payment using the email, phone or address written above. By dropping-off, mailing or emailing your document to us, you now acknowledge that you do this at your own risk and that no guarantees of service have been made to you by us. Payment must be made before service will begin. We also reserve the right to perform services "in good faith" and if we do so, you are responsible for full payment of services. No refunds for any reason. No document will be returned without full payment. If you change your mind or want your document returned for any reason, before service is completed, you must do so at your own expense and remit a minimum return/restock fee of \$25.00 before return. Once you have delivered your document to us by mail or any other means you are responsible for full payment. By giving us possession of your document(s), you now agree to these terms and promise to pay the full estimated price and or final billed price in-full within 24 hours of notice by email, phone, text message, or any other electronic or physical means. By your signature below you now acknowledge and accept all these terms forthwith.		
*CLIENT SIGNATURE X:		
<small>----- Office Use Only -----</small>		