

Mail Documents to:  
Austin Passport Express  
1107 Rio Grande  
Austin, TX 78701



Contact Information:  
info@AustinPassport.com  
512.479.0805  
[www.AustinPassport.com](http://www.AustinPassport.com)

DATE: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
COUNTRY DOC(S) TO BE USED IN: \_\_\_\_\_

RETURN SHIPPING:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**\*\*\*IF YOUR COUNTRY IS PART OF THE HAGUE, YOU WILL COMPLETE THIS SECTION ONLY \*\*\***

**NON-HAGUE COUNTRIES MAY REQUIRE FEDERAL & EMBASSY LEGALIAZTION. CONTACT US IF YOU ARE UNSURE.**

Texas Secretary of State Apostille or Certificate of Notary (2-3 day processing)

\$90 for 1<sup>st</sup> document (Includes Texas Secretary of State fee) 1 # of Docs x \$90 = \$ 90  
\$65 each additional document (Includes Texas Secretary of State fee) \_\_\_\_\_ # of Docs x \$65 = \_\_\_\_\_

California and New York (2-3 week processing) \$195 per document \_\_\_\_\_ # of Docs x \$195 = \$ \_\_\_\_\_

All Other States (2-3 week processing, varies by state) \$150 per document \_\_\_\_\_ # of Docs x \$150 = \$ \_\_\_\_\_

**TOTAL = \_\_\_\_\_**

**\*\*\* COMPLETE THIS SECTION FOR FEDERALLY ISSUED DOCUMENTS AND NON-HAGUE COUNTRIES \*\*\***

Apostille or Authentication form US Department of State (D.C.)

\$145 per document (Includes government fee.) \_\_\_\_\_ # of Docs x \$145 = \$ \_\_\_\_\_

*\*Current processing time: Approx. 2-3 weeks for FBI reports & 12 weeks for all other federal docs.* **TOTAL = \_\_\_\_\_**

**\*\*\*REQUIRED FOR NON-HAGUE COUNTRIES\*\*\***

Legalization at Consulate or Embassy: (Processing time is determined by country)

Austin Passport Express Fee \$150 per document \_\_\_\_\_ # of Docs x \$150 = \$ \_\_\_\_\_

+PLUS Consular or Embassy Legalization Fee (Price per doc set by country) \_\_\_\_\_ # of Docs x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL = \_\_\_\_\_**

CERTIFIED TRANSLATION REQUEST: FROM \_\_\_\_\_ TO \_\_\_\_\_  
LANGUAGE LANGUAGE

- One-page documents (Birth/Marriage/Death Certificates): \$75 \_\_\_\_\_ # of Docs x \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- One-page document listed above **AND** Apostille Page \$150 \_\_\_\_\_ # of Docs x \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Approved sworn translations for Spain (includes 1 page + apostille page): \$195 \_\_\_\_\_ # of Docs x \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- **Please contact us directly for a quote for multi-page documents.** **TOTAL = \_\_\_\_\_**

SCAN OF APOSTILLE PAGE(S) ONLY:  \$10 SCAN OF APOSTILLE(S) & DOCUMENT(S):  \$15 **TOTAL = \_\_\_\_\_**

RETURN POSTAGE:  Priority Overnight \$49  Saturday Delivery \$75  Provide my own label \$0 **TOTAL = \_\_\_\_\_**

**\*\*International Shipping Quote:** Please provide an address and local telephone number\*\*

**SUMMARY OF FEES:** Our fees + govt. fees + translation fees (if applicable), scans (if applicable), and shipping (if applicable)

**GRAND TOTAL = \_\_\_\_\_**

METHOD OF PAYMENT:  Credit Card  Check # \_\_\_\_\_  Send secure payment link to email above

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_