



Apostille / Authentication Order Form

Send Form To:
Address (dirección):

Document Auth & Notary Services
ATTN: Authentications
3367 Meadowridge Drive
Melbourne FLORIDA 32901 USA
+1.321.591.9658
+1.866.372.8296
info@NotaryFL.com
https://www.NotaryFL.com

Telephone (teléfono):
Fax Number:
Email Adrs (esmalte):
Website (sitio web):

A. SERVICE TYPE DESIRED

- STANDARD:** Non-Courier Service - Regular Shipping - Lowest Cost
- EXPEDITE:** Courier Service - Fast Shipping - Rush Service

B. YOUR NAME AND ADDRESS

Your Name: _____
Company Name: _____
Address (line1): _____
Address (line2): _____
City/Province: _____
State/Territory: _____ Postal Code¹: _____
Country: _____ ¹Residence Address
Telephone¹: _____ ¹Business Address
Email Address¹: _____

- Will pick up at DANS office Return ship to above address
- Pre-paid Return Shipping Label Enclosed (FedEx, UPS, DHL or USPS)

C. RETURN DOCUMENTS TO A DIFFERENT ADDRESS?

Recipient Name: _____
Company Name: _____
Address (line1): _____
Address (line2): _____
City/Province: _____
State: _____ Postal Code¹: _____
Country: _____ ¹Residence Address
Telephone¹: _____ ¹Business Address
Email Address¹: _____

¹These fields are required for filling out WayBills regardless of destination

D. DOCUMENT SPECIFICS AND COUNTRY

NR OF DOCS	DESCRIPTION OF DOCUMENT(S)	DESTINATION COUNTRY	NON-APOSTILLE LEGALIZATION?
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Check only if you desire us to have your documents legalized through the country's Embassy or Consulate.

E. ADDITIONAL COMMENTS / SHIPPING INSTRUCTIONS

Office Use Only

Transaction ID: _____
Order Number: _____
Docs Received: _____
PU: _____ X _____

F. PAYMENT OPTIONS

(Read our Terms of Service - SERVICE and FEE ADJUSTMENTS)

Cash: \$ _____ USD (Please don't send cash through the mail)

Check: \$ _____ USD (Check Nr: _____) Drawn on US Bank (Payable to "Doc Auth and Notary Services LLC")

Charge: \$ _____ USD to the following credit/debit card:

Card Nr: _____
Type: Visa® MasterCard® Discover® AmEx®
Billing Zip Code: _____ Expiration Date: ____/____
Security Code: _____

AUTHORIZATION

By submitting this form and providing payment for services, I acknowledge that I have read and agree to DANS Terms of Service (pages 2 & 3).

SERVICE TYPES

- STANDARD Service:** Minimal cost; longest turnaround
- EXPEDITE Service:** Fastest – We use couriers at state, federal & embassy agencies

PRICES

CALL FOR A GOOD FAITH QUOTE

Discounts for multiple document transactions

Please fax or scan notarized pages of documents for us to validate compliance with FL Statutes





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Terms of Service

PLEASE KEEP FOR YOUR RECORDS

APOSTILLE/AUTHENTICATION CERTIFICATE ISSUANCE. Document Authentication and Notary Services, LLC ("*DANS*") facilitates the authentication of documents on behalf of the client and we will verify FLORIDA notarizations for conformance to Florida statutes before document submission. **However, the ultimate decision to authenticate or legalize any document through the State's Department of State, the US Department of State, or an Embassy/Consulate is at their sole discretion.** STATE AUTHENTICATION CERTIFICATES CAN ONLY BE ISSUED BY THE DEPARTMENT OF STATE FOR DOCUMENTS EITHER A) NOTARIZED BY NOTARIES WITHIN THAT STATE, OR, B) SIGNED BY ELECTED OR APPOINTED OFFICIALS WITHIN THAT STATE. Documents which originate at the federal level (FDA, FBI, VA, etc.) are authenticated at the federal level through the US Department of State. Transcripts from PUBLIC schools must have the registrar's signature notarized at the time of issuance.

DOCUMENT LOSSES AND SHIPMENT DELAYS. In engaging the services of *DANS*, it is agreed and acknowledged by the client that *DANS* cannot and does not accept liability for delays or loss of documents due to unforeseen circumstances in the shipping of documents, including, but not limited to: weather, rerouting, misplaced/misdirected/lost shipments, acts of terrorism, world events, acts of God, shipping process interruptions, pickup schedules or incorrectly addressed shipments as provided by the client. We make every attempt to get your important documents turned around as fast as possible out of our office in Melbourne FL but cannot assume responsibility for transit by way of a commercial carrier once documents are placed in their hands. During business hours, we will do our best at tracking your shipment through the authentication process and informing you promptly if an issue arises with the carrier throughout the process.

Information provided to the agencies for document authentication or to shipping carriers is taken directly off our Apostille/Authentication Order Form, the content of which is supplied by the client. Incomplete or inaccurate information supplied by the client that negates or delays documents from being authenticated and/or shipped to the indicated recipient as a result, is not the responsibility of *DANS*. We are not liable for inaccurate or incomplete information supplied by you in regards to shipping addresses, foreign Postal Codes, telephone numbers or email addresses. We request that our Apostille/Authentication Order Form be filled out on a computer using Adobe Acrobat or Adobe Reader to minimize misinterpretation as individual handwriting varies so widely.

AGENCY ERRORS. At times, state and federal agencies will issue certificates which are incorrectly applied to your document due to sequencing issues, clerical errors, negligence or process breakdown. If we get back incorrect certifications (eg CNA for an Apostille or Incumbency Certificate for an Apostille) we will work with the state or federal agency to rectify the situation. If you knowingly get an incorrect one issued, call us immediately. We cannot be held liable for delays caused by issues at the state, federal or embassy/consulate level but will make every effort to rectify the situation on your behalf. Additional fees for working with the agency may apply.

FINANCIAL LIABILITY AND REFUNDS. The liability of *DANS* is specifically limited to the refund of any monies paid to *DANS* for services rendered by *DANS*, including notarizations, preparing document packages for authentication, preparing shipments and local travel. Refunds do not include fees paid to third parties who render services on behalf of the client including: translation services, courier services, agency fees, fees paid to acquire official documents or shipping fees. In cases where commercial carriers refund shipping fees due to misdirected or lost shipments, *DANS* will refund the shipping fees charged by the carrier back to the client, at *DANS* discretion.

If typographical errors are introduced on forms we supply agencies due to our own negligence and they result in the rejection of an authentication, we will resubmit your documents with corrected forms (eg translation affidavits, letters of instruction, etc.) at our expense. We may use the same service type that was originally requested by the client or upgrade the service type to expedite authentication turnaround, at our own discretion and expense.

ABANDONED DOCUMENTS. Documents which have been received by this office and sit abandoned for a period of 4 months from initial receipt without compensation and/or instructions for execution, will be considered abandoned. After this time period, *DANS* will give notice via email at the last known email address of the prospective client, that the documents have been abandoned, allowing the prospective client to request return of document(s) at their expense. If, within two weeks of this communicate, no



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compensation is received to either 1) execute the order, or, 2) return the documents, *DANS*, will destroy said document(s), at its sole discretion.

SERVICE AND FEE ADJUSTMENTS. Good faith estimates are based on the clients' understanding of the authentication needs they have. A final fee schedule is assessed once documents are received in our office. Charges could be more or less than the good faith estimate based on the actual documents received or agency fees charged to acquire documents on the clients' behalf. A revision of the good faith estimate could be made if the client requesting the authentication modifies their request or if the client misinterprets what is being asked for by the receiving entity. As an example, additional fees could be incurred: a) acquisition of court documents at the county courthouse, b) obtaining local college transcripts from an area college or university and for which the signature of the registrar requires notarization, c) Clerk of Court documents, d) obtaining certified copies of death, birth, marriage, or divorce certificates from the state Vital Records Office for authentication, e) obtaining supporting documents required by a foreign consulate to legalize documents, f) applying for certified copies of criminal background checks from the FBI, FL Department of Law Enforcement or local or county Sheriff's Offices on behalf of the client, g) obtaining corporation certifications through the FL Department of State's Division of Corporations, h) creating attested copies of oversized certificates and/or diplomas, i) providing translations of documents, j) special authentication requirements for mainland China or a possession of the U.S., k) additional shipping requirements including rerouting, additional charges for excessive weight, etc., which involve addition time, travel and expense on behalf of *DANS* and/or state or federal agencies and carriers. In these cases, we will explain the additional services and related costs before proceeding.

ESTIMATED TURNAROUND TIMES. Turnaround times for documents being authenticated at the state, federal or embassy/consulate level will fluctuate depending on: a) the workload at the agency, b) local, state or national holidays, c) unforeseen closure due to law enforcement action, weather related incidents or employee health concerns, d) complexity of the transaction--especially at the Division of Corporations, e) the number of agency clerks on duty, etc. Delays will also be experienced if we are holding a partial set of documents, awaiting complete sets before submitting the document package for authentication. Some examples are: a) letters from universities attesting to physical attendance, b) attestations from academic clearinghouses, c) copies of passports, d) doctors' affirmations, e) offer letters for overseas employment, f) requests for legalization on behalf of a hiring party, g) criminal searches, etc. Agency turnarounds are estimated using *DANS* most recent experience for that state and/or the US Dept of State.

UNAUTHORIZED PRACTICE OF LAW. Please note that *DANS*, its agents and employees (if any) are not engaged in the practice of law. As with all important legal matters, *DANS* recommends that you consult with an attorney licensed to practice law in the applicable jurisdiction in regards to the documents you provide *DANS*. *DANS* cannot, and will not, make determinations of legality or appropriateness regarding the content of documents you provide us for either notarization of signatures, attested copies or authentication services. Please make sure you understand the requirements of the entity requesting your documents be apostilled or authenticated. Terms can be confusing based on how they are used in foreign countries and how laypeople use them without subject matter knowledge (eg: "notarized" vs "certified", "attested copy" vs "certified copy", "notary" vs "commissioner of oaths", etc.).

WARRANTY. Please note that *DANS* (at NotaryFL.com) disclaims any warranty beyond the limited warranty stated above, whether express or implied, including the implied warranties of merchantability and fitness for purposes. Under no circumstances will *DANS* or its advisers, subcontractors or employees (if any), be liable or responsible for any damage or inconvenience caused or alleged by the use of our services.

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Check out our resources including preprinted notarial certificates, apostille request forms, affidavits, living wills and many others.

www.NotaryFL.com