



# APOSTILLE/CERTIFICATE OF AUTHENTICATION REQUEST FORM

Revised 09/26/2023

SUBMIT DOCUMENT TO APOSTILLE/AUTHENTICATE, REQUEST FORM AND FEE

**Mail to:** Secretary of State  
Notary and Apostille Division  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

**Telephone:** 208-334-2301

|                                      |                     |
|--------------------------------------|---------------------|
| Country document(s) will be used in: | Number of Documents |
|--------------------------------------|---------------------|

|   |       |
|---|-------|
| Requester Information:<br>First and Last Name | Phone |
|---|-------|

|         |  |  |  |
|---------|--|--|--|
| Address |  |  |  |
|---------|--|--|--|

|         |      |       |     |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

Mailing Address to return documents if different from Requester (We **cannot** mail documents out of the country):  
First and Last Name

|         |  |  |  |
|---------|--|--|--|
| Address |  |  |  |
|---------|--|--|--|

|         |      |       |     |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

Method of Payment:  
Required \$10 fee per document

☐ Check – Make payable to ‘Idaho Secretary of State’

Credit Card – Please enter your email OR phone number (must be able to receive text) below.  
Once we receive your application, we will send you a link for you to enter your credit card information and submit back to us.

Method of Delivery:

☐ Pick up in person

☐ USPS First Class Mail

☐ For all overnight/express service delivery or delivery out of the country a **Prepaid airbill must be provided.**

Email:

Tracking#: \_\_\_\_\_

Phone:

Note: In accordance with the contract between the State of Idaho, and our service provider Access Idaho, a \$1 non-refundable fee is added to each credit card transaction. The Secretary of State's office does not keep any part of this fee.