

**[Please print, fill out and mail  
this form with order]**

## APOSTILLE REQUEST FORM

**Mundos Multiservice:** 40-08 Warren St. 2FL Elmhurst, NY 11373  
Email: info@apostilleint.com  
Tel: 1-844-606-8719

1. Name: \_\_\_\_\_ Company: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_
3. Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
4. Requested Service:  NY Standard Service  NY Express Service  Expedited Service  
 Emergency Service  Embassy Legalization  Other State or Federal Apostille
5. Country or Embassy of Destination: \_\_\_\_\_
6. Type of document(s): \_\_\_\_\_ Prices:  

a. _____	e. _____	\$ _____	\$ _____
b. _____	f. _____	\$ _____	\$ _____
c. _____	g. _____	\$ _____	\$ _____
d. _____	h. _____	\$ _____	\$ _____

**\*SUB -TOTAL: \$ \_\_\_\_\_**
7. Are you requesting a (English-\_\_\_\_\_ or \_\_\_\_\_-English) translation of documents?  
 YES  NO **\*PRICE OF TRANSLATION: \$ \_\_\_\_\_**
8. Is/Are document(s) to be returned to you or forwarded to a different address than the one above:  
 RETURNED  FORWARDED **\*SHIPPING INSIDE USA (Priority Mail \$25/Overnight Mail \$35: \$ \_\_\_\_\_**
9. If document(s) is(are) to be forwarded, enter information below: **\*SHIPPING INTERNATIONALLY: \$ \_\_\_\_\_**
  - a. Name: \_\_\_\_\_ **\*CREDIT CARD FEE 3.8% : \$ \_\_\_\_\_**
  - b. Company: \_\_\_\_\_
  - c. Address: \_\_\_\_\_ **\*GRAND TOTAL: \$ \_\_\_\_\_**
  - d. City/Province: \_\_\_\_\_ State: \_\_\_\_\_
  - e. Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

I fully understand that by signing this Apostille Request Agreement: (1). I agree to pay \$25 handling charge for any and all of my returned company's checks; (2). I agree to pay any and all legal and collection fees incurred by Mundos Multiservice in the process of collecting past due invoice(s), returned company's checks and/or the previously mentioned past due late charges owed to Mundos Multiservice by me; (3). Mundos Multiservice is not liable for any and all documents damaged or lost in transit and Mundos Multiservice is not liable for documents lost, misplaced or improperly routed by any consular embassy or U.S. local, state or federal government agency.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY	
1. Date Sent: ____/____/20____	
2. Return Envelop Courier: _____	Tracking # _____
3. Form of Payment:	
<input type="checkbox"/> CHECK# _____ <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> PAYPAL <input type="checkbox"/> WESTERN UNION	