



**Immediate Mobile Notary**  
**Susan Romanishin**  
**5912 Hickorywood Way, Citrus Heights, CA 95621**  
**Tel: (916) 905-3370 ~ [www.Immediatemobilenotary.com](http://www.Immediatemobilenotary.com)**  
**[Notary@Immediatemobilenotary.com](mailto:Notary@Immediatemobilenotary.com)**

**Contact Information:**

Full Name: \_\_\_\_\_

Return Address (Street, City, State, Zip Code):

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Document Details:**

Number of documents: \_\_\_\_\_

Type of Document: \_\_\_\_\_

(e.g., power of attorney birth certificate, marriage license, diploma)

Country Destination: \_\_\_\_\_

(The country where the apostilled document will be used)

**Service Options:**

Standard Processing Time (5 business day processing time) \$100

Rush Processing - 24 hours processing time( \$150)

**Preferred Return Shipping Method:** (Select 1 option)

Included in fee - YOU will include a pre-stamped returned envelope with your preferred shipping method

+ \$10 - standard USPS mail, we will provide the return envelope & stamp (THIS METHOD DOES NOT INCLUDE TRACKING)

+ \$20 - Express USPS 3 day mail express, we will provide the return envelope & proper shipping label that will provide a tracking

+ \$40 - Expedited shipping with FedEx 1-2 day shipping. We will provide the return envelope & proper shipping label that will provide a tracking

**Check this box if a signature is required to receive the documents. If you don't check, the courier may leave the package at your door (Immediate Mobile Notary will not be responsible for the documents if left and lost)**



**Special Instructions:**

- + \$10 Email scan of the completed document before return shipping
- Special Request(fees may apply):

---



---

**Payment Information:**

- Check - payable to Immediate Mobile Notary
- Credit/Debit card:

Name on the card: \_\_\_\_\_

Card Number: \_\_\_\_\_

CVV: \_\_\_\_\_ Expiration Date (mm/yyyy): \_\_\_\_\_

Credit Card Billing address- Same as above? Yes or No, then indicate address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

I \_\_\_\_\_ (your name), hereby authorize Immediate Mobile Notary to charge my account in the amount of \$ \_\_\_\_\_ to process apostille request for my documents. I understand that this payment is non-refundable. The refund will only be issued if Immediate Mobile Notary is unable to obtain an apostille or if I cancel my request in writing (by email) before Immediate Mobile Notary begins processing my documents.

Signature of person authorizing payment: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to the address at the top of the form

1. This completed Apostille/Authentication Request Form
2. Original document(s)
3. Photocopy of the applicant's passport or a U.S. driver's license
4. Payment made payable to "Immediate Mobile Notary"

Please text Susan at (916) 289-4663 your name and the date you shipped the document(s)