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How to Complete Your North Carolina Apostille Request Cover Letter

Apostille Request Cover Letter (North Carolina Secretary of State)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. Documents notarized in North Carolina for use in another country often need an apostille from the North Carolina Secretary of State. This cover letter lists your documents, the destination country, and how to return them.

1. **Fill in your details (Page 1)**
   List each document and the country where it will be used. Check the Secretary of State's website for the current fee and address.
2. **Sign before a notary**
   Many requesters notarize the cover letter at the same appointment as the documents. Bring a current, government-issued photo ID.

After It's Signed

- We can handle the whole apostille process for you, including delivery to the Secretary of State.

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North Carolina-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in multiple states. Phone and video consultations are available, wherever you are. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

APOSTILLE REQUEST COVER LETTER

(To the North Carolina Secretary of State, Authentications Division)

Requester name | Telephone | Email

Return mailing address

To the Authentications Division: I request an apostille for the enclosed document(s), for use in the country stated below.

Country where the document will be used | Number of documents | Fee enclosed ($)

Documents enclosed

Document 1: type and signer	Notary or official who signed it
Document 2: type and signer	Notary or official who signed it
Document 3: type and signer	Notary or official who signed it
Document 4: type and signer	Notary or official who signed it

Return method

- Mail to the address above (prepaid return envelope enclosed)
- Pick up in person

I declare that the information in this request is true and correct.

X _____ Requester | Date

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NOTARY ACKNOWLEDGMENT

STATE OF NORTH CAROLINA)
)
COUNTY OF)

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

name(s) of the requester

Date

X

Notary Public

(Notary seal)

Notary's printed name

Notary Public, County of commission

My commission expires

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