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**Notaries R Us, LLC dba Jiffy Mobile Notary**

*We’ve got your back!*

**Apostille or Legalization Intake Form**

**Contact Information**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suite / Apt No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_

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

Do you have all the documents? Yes / No Who is the requesting party? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything that we should know i.e., do you have written special instructions? Yes / No

If yes, please email special instructions to valerie@jiffymobilenotary.com

Do you need the documents to be notarized as well? Yes / No

Do you require expedited services? Yes / No What is your deadline?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type(s) of document(s) to be apostilled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total # of Documents to be Apostilled: \_\_\_\_ What is the Country of destination? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the destination a Hague or Non-Hague Country: Yes / No / Don’t Know

Are the documents prepared in English? Yes / No

Do you require certified translation services? Yes / No If yes, what language? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

Email the document(s) to valerie@jiffymobilenotary.com in the form of a PDF.

We encourage all our clients not to purchase tickets or make travel arrangements until the *apostilled* documents or embassy legalization have been received.

**Fees**

**Jiffy Mobile Notary’s** shipping, handling, and coordination fees are based on the total number documents to be *Apostilled*, or legalized, and level of expediency required. For example, if you need the documents in a day or two, if time permits, we offer expedited services that includes driving to Salem, Oregon and back for walk in *apostilles*, as our schedule permits. There is more work involved in non-Hague countries. In short, the faster you need these documents the higher the fees. Our fees range from $75.00 for the first *apostille* and $25.00 for each additional *apostille* for standard services plus shipping and handling.

The fee to authenticate documents via the Oregon Secretary of State (SOS) is an additional $10.00 per document. Please allow seven business days, using overnight FedEx to the SOS and plan to invest in an overnight prepaid return shipping label back to either you, the notary, or to the *Apostille* requestors or Embassy Legalization destination.

**Payment Selection**

Cash Check Debit Visa Master Card AmEx Discover Chase Zelle Venmo

**Credit Card Information**

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_ Security Code: \_\_\_\_\_\_\_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_

This signature authorizes Notaries R Us, LLC dba **Jiffy Mobile Notary** to obtain *Apostilles* or Authentications on my behalf. I agree to indemnity and hold **Jiffy Mobile Notary** and/or its agents and employees/contractors harmless from any liability including attorney fees that may be accrued herein. **Jiffy Mobile Notary** cannot guaranty shipping and/or delivery time. **Jiffy Mobile Notary** can further not guaranty anything occurring because of force majeure. You have been instructed not to purchase travel tickets or anything else until the *Apostilles* or Authentications have been received.

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

61470 Duncan Lane, Bend, Oregon 97702  **Phone:** 541-797-6635 **O** 458-206-9792 **M**

**Email**: valerie@jiffymobilenotary.com **Website**: www.JiffyMobileNotary.com