



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 \$100 for the first *apostille* and \$50.00 for each additional *apostille* for standard services plus shipping and handling. A drive to the state's capitol in Salem is \$350.00 plus costs incurred.

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 – @Valerie-DurkinPharr

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: _____