



Send Form To: **Marrero Notary Services**
 Address (dirección): ATTN: Apostille order
 1452 Lexington Ave
 Davenport FL. 33837
 Telephone (teléfono): +1 (407) 610-0900
 Fax Number: +1 (407) 610-0677
 Email Adrs (esmalte): info@marreronotary.com
 Website (sitio web): https://www.marreronotary.com

Apostille / Authentication Order Form

Service Type Desired

- ☐ **STANDARD:** Non-Courier Service - Regular Shipping - Lowest Cost
☐ **EXPEDITED:** Courier Service - Fast Shipping - Rush Service

Your Name and Address

Your Name: _____
 Company Name: _____
 Address (line1): _____
 Address (line2): _____
 City/Province: _____
 State/Territory: _____ Postal Code¹: _____
 Country: _____ Residence Address
 Telephone¹: _____ Business Address
 Email Address¹: _____

- ☐ Will pick up at DANS office ☐ Return ship to above address
☐ Pre-paid Return Shipping Label Enclosed (FedEx, UPS, DHL or USPS)

Return Documents to a Different Address?

Recipient Name: _____
 Company Name: _____
 Address (line1): _____
 Address (line2): _____
 City/Province: _____
 State/Territory: _____ Postal Code¹: _____
 Country: _____ Residence Address
 Telephone¹: _____ Business Address
 Email Address¹: _____

¹ These fields are required for filling out WayBills regardless of destination

Office Use Only

Transaction ID: _____
 Order Number: _____
 Docs Received: _____
 PU: _____ X _____

Payment Options

(Read our Terms of Service - SERVICE and FEE ADJUSTMENTS)

Cash: \$ _____ USD (Please don't send cash through the mail)
 Check: \$ _____ USD (Check Nr: _____) Drawn on US Bank
 (Payable to "Doc Auth and Notary Services")
 PayPal: \$ _____ USD (Overseas only. Our acct: looiem@verizon.net)
 Charge: \$ _____ USD to the following credit/debit card:
 Card Nr: _____
 Type: __ Visa® __ MasterCard® __ Discover® __ AmEx®
 Billing Zip Code _____ Expiration Date: ____/____
 Name on Card: _____ Security Code: _____

Authorization

_____ (initial) By submitting this form and providing pay- ment for services, you acknowledge you have read and agree to our Terms of Service (pages 2 &3).

SERVICE TYPES

STANDARD Service: **\$62** Minimal cost; longest turnaround
EXPEDITED Service: **\$95** Fastest – We use couriers at state, federal & embassy agencies

PRICES

CALL FOR A GOOD FAITH QUOTE
 Discounts for multiple document transactions

Please fax or scan notarized pages of documents to validate compliance with FL Statutes



Nr of Docs	Description of Document(s)	Apostille/Auth for which Country?	Non-Apostille Legalization?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Comments / Shipping Instructions



Marrero Notary Services

1452 Lexington Ave

Davenport FL 33837

Phone: +1 (407) 610-0900

Fax: +1 (407) 610-0677

email: info@marreronotary.com

Web: <https://www.marreronotary.com>

Terms of Service

PLEASE KEEP FOR YOUR RECORDS

DOCUMENT LOSSES AND SHIPMENT DELAYS. In engaging the services of Marrero Notary Services (MNS), it is agreed and acknowledged by the client that (MNS) cannot and does not accept liability for delays or loss of documents due to unforeseen circumstances in the shipping of documents, whether it be weather, rerouting, misplaced/lost shipments, acts of terrorism, processes and pickup schedules, misdirected shipments or incorrectly addressed shipments as provided by the client. We make every attempt to get your important documents turned around as fast as possible out of our office in Davenport, FL. but cannot assume responsibility for transit by way of a commercial shipper once documents are placed in their hands. We will do our best at tracking your shipment through the authentication process and informing you promptly if an issue arises with the shipper throughout the process.

Information provided to the agencies for document authentication or to shipping companies is taken directly off our Apostille/Authentication Order Form, the content of which is supplied by the client. Incomplete or inaccurate information supplied by the client that negates or delays documents from being authenticated and/or shipped to the indicated recipient as a result, is not the responsibility of (MNS). We are not liable for inaccurate or incomplete information supplied by you in regard to shipping addresses, foreign Postal Codes, phone numbers or email addresses. We request that our Apostille/Authentication Order Form be filled out on a computer using Adobe Acrobat or Adobe Reader to minimize misinterpretation as handwriting varies so widely.

CERTIFICATE ISSUANCE. The decision to authenticate a document by the FL Department of State or the US Department of State or legalize a document at a foreign embassy/consulate is at their sole discretion. (MNS) facilitates the authentication of documents on your behalf and we will verify FLORIDA notarizations for conformance to Florida Statutes before document submission.

AUTHENTICATION CERTIFICATES CAN ONLY BE ISSUED BY THE FLORIDA DEPARTMENT OF STATE FOR DOCUMENTS NOTARIZED BY FLORIDA NOTARIES OR SIGNED BY ELECTED OR APPOINTED OFFICIALS. Transcripts from PUBLIC schools must have the registrar's signature notarized at the time of issuance.

AGENCY ERRORS. At times, state and federal agencies will issue certificates which are incorrectly applied to your document due to sequencing issues, clerical errors, negligence or process breakdown. If we get back incorrect certifications (e.g. (MSN) for an Apostille or Incumbent Certificate for an Apostille) we will work with the state or federal agency to rectify the situation. We cannot be held liable for delays caused by issues at the state, federal or embassy/consulate level but will make every effort to rectify the situation on your behalf.

FINANCIAL LIABILITY AND REFUNDS. The liability of Marrero Notary Services (MNS) is specifically limited to the refund of any monies paid to (MNS) for services rendered by (MNS), including notarizations, preparing document packages for authentication, preparing shipments and local travel. Refunds do not include fees paid to third parties who render services on behalf of the client including: translation services, courier services, fees paid to acquire official documents or shipping fees. In cases where commercial carriers refund shipping fees due to misdirected or lost shipments, (MSN) will refund the shipping fees charged by the carrier back to the client, at (MNS) discretion.

If typographical errors are introduced on forms we supply agencies due to our own negligence and they result in the rejection of an authentication, we will resubmit your documents with corrected forms (e.g. translation affidavits) at our expense. We may use the same service type that was originally requested by the client or upgrade the service type to expedite authentication turnaround, at our own discretion and expense.

SERVICE AND FEE ADJUSTMENTS. Initial good faith estimates are based on the initial conversation with the client and based on the clients' perception of what the authentication requirement might be. A final fee schedule is assessed once documents are received in our office. Charges could be more or less than the good faith estimate based on the actual documents received or agency fees charged to acquire documents on the clients' behalf. A revision of the good faith estimate could be made based on undisclosed/unknown requirements necessary to have the documents authenticated. **Some examples might be: a) acquisition of court documents at the county courthouse, b) obtaining local college transcripts from an area college or university and for which the signature of the registrar requires notarization, c) Clerk of Court documents, d) obtaining certified copies of death, birth or marriage certificates from the state Vital Records Office for authentication, e) obtaining supporting documents required by a foreign consulate to legalize documents, f) applying for certified copies of criminal background checks from the FL Department of Law Enforcement or local or county Sheriff's Offices on behalf of the client, g) obtaining corporation certifications through the FL Department of State's Division of Corporations, h) creating attested copies of oversized certificates, i) providing translations of documents, j) special authentication requirements for mainland China or a possession of the U.S., k) additional shipping requirements and the like, which involve addition time, travel and expense on behalf of (MNS) and/or state or federal agencies. In these cases, we will explain the additional services and related costs before proceeding.**

ESTIMATED TURNAROUND TIMES. Turnaround times for documents being authenticated at the state, federal or embassy/consulate level will fluctuate depending on: **a) the workload at the agency (number of documents being received by the agency, especially after an unforeseen closure due to law enforcement action or weather-related incidents), b) complexity of the transaction (especially at the Division of Corporations), c) the number of agency clerks on duty, etc. Delays will also be experienced if we are holding a partial set of documents, awaiting complete sets before submitting the document package for authentication. Some examples are: a) letters from universities attesting to physical attendance, b) attestations from academic clearinghouses, c) copies of passports, d) doctors' affirmations, e) offer letters for overseas employment, etc.**

UNAUTHORIZED PRACTICE OF LAW. Please note that (MNS), its agents and employees (if any) are not engaged in the practice of law. As with all important legal matters, (MNS) recommends that you consult with an attorney licensed to practice law in the applicable jurisdiction in regard to the documents you provide (MNS). Marrero Notary Services (MNS) cannot, and will not, make determinations of legality or appropriateness regarding the content of documents you provide us for either notarization of signatures, attested copies or authentication services.

WARRANTY. Please note that (MNS) (at marreronotary.com) disclaims any warranty beyond the limited warranty stated above, whether express or implied, including the implied warranties of merchantability and fitness for purposes. Under no circumstances will (MNS) or its advisers, subcontractors or employees (if any), be liable or responsible for any damage or inconvenience caused or alleged by the use of our services.

Copyright

All content included on the company site (www.marreronotary.com), such as text, graphics, logos, button icons, images, audio clips, and software, is the property of Marrero Notary Services or its content suppliers and protected by U.S. and international copyright laws. The selection, arrangement, and presentation of all materials on this web site (including information in the public domain), and the overall design of this web site is the exclusive property of Marrero Notary Services and protected by United States and international copyright laws.