

APOSTILLE / EXEMPLIFICATION REQUEST FORM

1. Applicant's Information

Name:
Company/Organization (if applicable):
Address:
Phone Number:
Email Address:

2. Name of Country of destination:

Note: An Apostille may only be used in another country that is a contracting party to the Apostille Convention. (See [list of contracting parties](#))

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3. Document(s)

Quantity	Description of the public document(s)

4. Fees:

	Quantity	Total
Photocopies (\$0.50 per page)		
Certified document (\$12.00 per document)		
Apostille: (\$50.00 per apostille)		
Exemplification: (\$24.00 per document)		
Search Fee, if necessary: (\$34.00) (Additional cost if at FRC)		
Total Fee: *Make checks payable to Clerk, U.S. District Court.		

5. Delivery details

<input type="checkbox"/> Pick up in person in _____ (Indicate City: Syracuse, Albany, Binghamton or Utica)
<input type="checkbox"/> Please return documents to address listed above via regular mail.
<input type="checkbox"/> I have enclosed a self-addressed carrier label (Fedex, UPS, USPS)

Updated: 12/1/23