



Office of the New Mexico Secretary of State
Notary Public Processing Unit
 325 Don Gaspar – Suite 300
 Santa Fe, New Mexico 87501
 505.827.3600

AUTHENTICATION REQUEST FOR APOSTILLE/CERTIFICATE OF APPOINTMENT

Please complete all information in the fillable form and return with documents to be authenticated.

Requestor's Name: _____

Address: _____

Street _____ City _____ State _____ Zip Code _____

U. S. Area Code and Phone: _____ Cell Phone: _____

(This office may not make international calls)

E-Mail Address: _____

Type of Authentication(s) requested: **Apostille(s)** **Certificate of Appointment(s)**

Foreign Country requesting document(s) _____

Check Type and amount of document: NM Birth Certificate Number Requested _____

NM Death Certificate Number Requested _____

Other: Notarized Documents Number Requested _____

Certified Records – Divorce Decree(s) Number Requested _____
 Marriage License/Certificate(s)

Payment Method: Required \$3.00 fee per document

CASH **MONEY ORDER** **CHECK** **Total Payment Enclosed \$** _____

Instructions:

Enclose the statutory fee of \$3.00 per authentication, check or money order payable to the NM Secretary of State. For Apostille requests and documents that are notarized please ensure that there is a notarial certificate on the document, the notary public seal is affixed and the notary has signed and printed their correct expiration date completely in order to avoid rejection of the document.

For return of documents in the United States we kindly request that you enclose a U.S.P.S first class postage paid, self addressed stamped envelope. **If your documents are being returned to a foreign country you must enclose a completed pre-paid, pre-addressed international air bill and international envelope.** Please visit your selected express courier's web site for more information on completing an international air bill on line. **A credit card number is insufficient for overnight/express service.** It is best to contact the express courier service to establish a billable account prior to mailing your documents for authentication.

Our office hours for hand delivered requests are from 8:00 am to 4:30 pm. If you are mailing the request please mail it to: Office of the NM Secretary of State, Attn: Notary Public Processing Unit, 325 Don Gaspar – Suite 300, Santa Fe, New Mexico 87501.