



State of South Dakota

Apostille / Certificate of Authentication Request

Send to: SD Secretary of State, Attn: Apostille Office, 500 E. Capitol Avenue, Pierre, SD 57501
(605) 773-5004 / apostille@state.sd.us

Send this form with your documents. Please print or type, illegible forms may be returned.

Country document(s) will be used in: _____

Type of document(s): _____

Address Document(s) will be returned to:

If documents are being sent internationally a pre-paid, self-addressed envelope is required.

**Note* Our office cannot accept nor send documents via DHL*

Name: _____

Company (If applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Telephone Number: _____ Email Address: _____

Fees / Payment:

Number of documents: _____ x \$25.00 per document = Total Due: _____ (or \$250 flat fee for 10 or more)

Form of Payment Enclosed or Authorized:

- Cash
- Check drawn on U.S. bank (please make payable to SD Secretary of State)
- Money Order from a U.S. bank (Please make payable to SD Secretary of State)
- Credit/Debit Card: MasterCard Visa Discover

Name as it appears on card: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Card Number: _____ Expiration date: _____ CID: _____

Payment Authorization: I authorize the South Dakota Secretary of State to charge my credit / debit card for the amount due for the authentication services provided by the Secretary of State.

Cardholder's Signature: _____ **Date:** _____

If the name on the credit card or debit card is in the name of a company, please print the signer's name: _____

For Office Use Only:

Date Processed: _____

Receipt #: _____

Apostille: Document #: _____

Authentication:

Processed by: _____

Number of Documents: _____