









Service Order Form

| CONTACT | | | | | |
|---|---------------------|--|--|-------------|--|
| Contact Name | | Phone # | | E-mail | |
| Address | | | | | |
| SERVICES <i>(Please Check the appropriate boxes below or fill it out)</i> | | | | | |
| Doc 1 | Doc Name | | | | |
| | Quantity | | | | |
| | Destination Country | | | | |
| | Type | <input type="checkbox"/> Personal <input type="checkbox"/> Business | | | |
| | Services | <input type="checkbox"/> Notarization <input type="checkbox"/> Secretary of State <input type="checkbox"/> Department of Justice <input type="checkbox"/> Department of State <input type="checkbox"/> Embassy <input type="checkbox"/> All | | | |
| | Processing | <input type="checkbox"/> Standard <input type="checkbox"/> Express <input type="checkbox"/> Rush | | | |
| Notes | | | | | |
| Doc 2 | Doc Name | | | | |
| | Quantity | | | | |
| | Destination Country | | | | |
| | Type | <input type="checkbox"/> Personal <input type="checkbox"/> Business | | | |
| | Services | <input type="checkbox"/> Notarization <input type="checkbox"/> Secretary of State <input type="checkbox"/> Department of Justice <input type="checkbox"/> Department of State <input type="checkbox"/> Embassy <input type="checkbox"/> All | | | |
| | Processing | <input type="checkbox"/> Standard <input type="checkbox"/> Express <input type="checkbox"/> Rush | | | |
| Notes | | | | | |
| Doc 3 | Doc Name | | | | |
| | Quantity | | | | |
| | Destination Country | | | | |
| | Type | <input type="checkbox"/> Personal <input type="checkbox"/> Business | | | |
| | Services | <input type="checkbox"/> Notarization <input type="checkbox"/> Secretary of State <input type="checkbox"/> Department of Justice <input type="checkbox"/> Department of State <input type="checkbox"/> Embassy <input type="checkbox"/> All | | | |
| | Processing | <input type="checkbox"/> Standard <input type="checkbox"/> Express <input type="checkbox"/> Rush | | | |
| Notes | | | | | |
| Doc 4 | Doc Name | | | | |
| | Quantity | | | | |
| | Destination Country | | | | |
| | Type | <input type="checkbox"/> Personal <input type="checkbox"/> Business | | | |
| | Services | <input type="checkbox"/> Notarization <input type="checkbox"/> Secretary of State <input type="checkbox"/> Department of Justice <input type="checkbox"/> Department of State <input type="checkbox"/> Embassy <input type="checkbox"/> All | | | |
| | Processing | <input type="checkbox"/> Standard <input type="checkbox"/> Express <input type="checkbox"/> Rush | | | |
| Notes | | | | | |
| Signature | | | | Date | |

Notes:

Please include the following documents in your package:

-  • Original Document(s) need to be authenticated
 - Original document(s) means the document notarized by the notary public, the true copies of birth, death, or marriage certificates or of court issued documents, or the certified copies, etc.
-  • Photocopy of your document(s)
 - Other than the original document, you will also need to provide an additional photocopy.
-  • Application Form of Notarization/Authentication
 - Please read the instructions carefully before filling it out.
 - This application form must be signed by the applicant.
-  • Photocopy of the applicant’s passport. (if applicable, green card/I-20/driver’s license)
 - Must be valid for more than 6 months.
-  • We take Money Order, Cashier’s Check and accept debit card and all major credit card such as Visa, Mastercard, American Express, and Discover. You can:
 - Make check payable to **“American Notary Service Center Inc.”**
 - [Pay online](http://www.usnotarycenter.com) at www.usnotarycenter.com or,
 - Pay with PayPal (recipient: info@usnotarycenter.com).
-  • Other supporting documents may vary by applications.

Mail Your Documents To:

American Notary Service Center Inc.
7510 Diplomat Dr., STE 101,
Manassas, VA 20109, USA

If your package is going to a country outside of the U.S., we recommend you provide the address in the native language the country uses. If you have any questions, feel free to contact us at 202-599-0777, or email us at service@usnotarycenter.com.



| Internal Use | Package Received | County Clerk’s Office | Secretary of State | Department of Justice | Department of State | Embassy | Delivery |
|--------------|------------------|-----------------------|--------------------|-----------------------|---------------------|---------|----------|
| Date | | | | | | | |