



NOTARY FORCE

Apostille Request Checklist

Complete this before scheduling apostille courier service. Send a clear photo or scan of the document if requested.

1. Contact Information

Name: _____ Phone: _____
Email: _____ Preferred: ☐ Call ☐ Text ☐ Email
Will you drop off the document(s) or mail them to me? ☐ Drop off ☐ Mail ☐ Not sure

2. Document Details

Number of documents (not pages): _____
Document type: _____
☐ Birth certificate ☐ Marriage certificate
☐ Death certificate ☐ Power of attorney
☐ School record ☐ Business document
☐ Adoption paperwork ☐ Other: _____
Format: ☐ Original ☐ Certified ☐ Notarized

3. Destination and Instructions

Country receiving document: _____
Receiving agency/school/office: _____
Do you have written instructions?
☐ Yes ☐ No ☐ Not sure
Deadline or travel date: _____
Destination country matters because requirements vary by country and receiving agency.

4. Notarization and Certification

Does your document need to be notarized? ☐ Yes ☐ No
Already notarized? ☐ Yes ☐ No ☐ Not sure
If yes, Tennessee county of notary: _____
County Clerk certification needed? ☐ Yes ☐ No
Notary Force can help confirm next steps before submission.

5. Return Preference

Return method: ☐ Pickup ☐ Mail ☐ Courier/other
If you choose mail or courier, you will need to provide a return shipping label.
Special notes: _____

6. Before You Send or Schedule

☐ The document is complete with all pages included. ☐ Names and dates match the receiving party instructions.
☐ You know the destination country. ☐ You have any written instructions from the receiving agency.
☐ You have not mailed the document before confirming the next step. ☐ You know whether witnesses or notarization are needed.
☐ You can provide a clear photo or scan for review if requested. ☐ You understand Notary Force cannot provide legal advice.

Call or Text Laura at Notary Force before mailing documents: 615-616-6879

Serving Franklin, Brentwood, Nashville, Cool Springs, Spring Hill, and surrounding Middle Tennessee areas.

Notary Force provides apostille courier support for eligible Tennessee documents. Notary Force is not a law firm and cannot provide legal advice.
www.notaryforce.com