

# How do I order a federal apostille or authentication from your company?

Simply follow these three steps and then we can take care of everything for you:

**Step 1:** Mail (or drop off at our Austin, TX office) your original federal documents or original non-Hague Convention member country documents to us. If it's an FBI criminal background check report you EMAIL the original PDF to us that you received you DO NOT mail it to us.

**Step 2:** Mail or email us a prepaid return FedEx or UPS shipping label so we can mail your documents back to you or to whomever you want.

**Step 3:** Complete and email or mail us our **federal apostille service** order form.