

**Do I need the Texas Secretary  
of State apostille form 2102?**

**REQUEST FOR OFFICIAL  
CERTIFICATE OR APOSTILLE**

*Not for use for adoption requests*



***For Texas Secretary of State use  
only. Please leave blank.***

*Provide the requested information below to process your Apostille or Certificate request. Please note apostille requests for corporate records must be sent to the Business & Corporations Filings section.*

**Section 1: Submitter Information:**

Name: \_\_\_\_\_

Mailing Address:

Street

City

State

Zip Code

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section 2: Request Information (Required)**

1. Name of **Embassy** or **Country** (where documents will be presented outside of the United States):

2. Total Number of Documents: \_\_\_\_\_ X \$15.00 = \_\_\_\_\_ Total Amount Due

**Section 3: Method of Payment (Required)**

☐ Check or Money Order # \_\_\_\_\_ Payable to the "Texas Secretary of State"  
Retain a copy of your check for reference.

☐ Client Account # \_\_\_\_\_ Visit our [Modernization](#) webpage to create/find a client account

**Section 4: Document Return Method** (Tracking is highly suggested)

☐ Self-Addressed Stamped Envelope

☐ Self-Addressed Prepaid US Postal Priority or Express Envelope

☐ Self-Addressed Prepaid carrier label (FedEx or UPS). **No handwritten air bills are accepted.**  
Retain tracking number information to track the return envelope.

Mailing Address

Office of the Secretary of State  
Authentications Unit  
PO Box 13550  
Austin, TX 78711-3550

***Payment is not accepted via  
telephone.***

Physical Address (Overnight Mail and Walk-In)

Office of the Secretary of State  
Authentications Unit  
1019 Brazos St  
Austin, TX 78701

Walk-in Service

Monday – Friday 9:00 AM to 4:00 PM  
(512) 463-5705

**Print**

**Reset**

**Submit to:**  
**SECRETARY OF STATE**  
**Authentications Unit**  
**P O Box 13550**  
**Austin, TX 78711-3550**  
**512-463-5705**  
**Document Fee: \$10 (up to \$100 per child)**



FOR USE IN PROCEEDINGS  
RELATING TO THE  
ADOPTION OF ONE OR  
MORE CHILDREN

**ADOPTION PROCEEDINGS—  
REQUEST FOR OFFICIAL  
CERTIFICATE OR APOSTILLE**

### Requesting Family

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Street City State Zip*

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you made a prior authentication request for use in the same adoption proceedings?

☐ Yes      ☐ No      If YES, Customer ID Number: \_\_\_\_\_

Number of Children Adopting: \_\_\_\_\_ Name(s): \_\_\_\_\_

Consulate/Embassy/Country Where Document(s) Will Be Presented: \_\_\_\_\_

## For Certified Records

Type of Record: \_\_\_\_\_

### For Notarized Documents

Name of Notary: \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_ Number of Certificates/Apostilles Requested: \_\_\_\_\_

## Execution

I certify that the requested authentication(s) is(are) for use in adoption proceedings for one or more children.

Date: \_\_\_\_\_

Signature of Requestor \_\_\_\_\_

## Instructions

Print

Reset

- **Fee.** The fee for an official certificate or apostille for use in a proceeding relating to the adoption of one or more children is *\$10 per certificate or apostille up to \$100 per child*. Fees may be paid by personal checks, money orders, LegalEase debit cards or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. If paying by credit card, fees are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees, and Form 2101 must also be included.
- **Multiple Requests.** When requesting two or more certificates or apostilles, remit one payment for the total amount. You must complete a separate form for each public official or notary public.
- **Materials and Return of Documents.** The complete, original, certified record or notarized document to be authenticated must be submitted with this form. If the authentication request concerns a translation, the complete document includes both the notarized translation and the document being translated. *The document, fees, and form must be submitted with an appropriately sized self-addressed, postage pre-paid envelope for return of documents.*
- **Delivery.** Materials may be delivered by mail to P.O. Box 13550, Austin, Texas 78711-3550 or by overnight mail to the physical address: Secretary of State, Authentications Unit, 1019 Brazos St., Austin, TX 78701. Walk-in service is also accepted at the physical address Monday – Friday between the hours of 9:00 a.m. - 4:00 p.m.

Because Apostille Texas will be doing the rush filing of your documents physically in person at the Texas Secretary of State's office in downtown Austin, TX you DON'T complete or mail us the Texas Apostille Form 2102 or Texas Apostille Form 2103 (for foreign adoptions only).

For expedited walk-in services, we have a different state apostille form that we fill out and give to the state.

All you have to do is complete our **Texas apostille** order form and either email or mail that to us.