

**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

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 walk-in services, we have a different state apostille form that only 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.