# Paper and Pulse Apostille & Authentication Client Checklist

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## ✅ Before You Begin

• **Apostilles** are for documents going to countries that are members of the Hague Apostille Convention.

• **Authentications** are for documents going to countries that are NOT members.

• Processing Time: **7–14 business days**.

• Rates: $250 per apostille package service (includes clarification of what types of documents require apostille, notarization, and submission for up to 10 documents).

* If you have less than 5 documents:

$10 per notarization (if needed)

$95 non -refundable submission and courier fee

## 📌 Step 1: Confirm Your Document Type

Eligible for Apostille/Authentication (must be original or properly notarized):

* • Birth Certificate (certified copy)
* • Death Certificate (certified copy)
* • Marriage Certificate (certified copy)
* • Divorce Decree (certified by clerk of court)
* • Power of Attorney
* • Affidavits
* • Corporate Documents (Articles of Incorporation, Bylaws, etc.)
* • School Transcripts or Diplomas (must be notarized by school official or a notary)

Not accepted unless properly notarized/certified:

* • Photocopies without notarization
* • Documents notarized outside Virginia
* • Foreign documents not notarized in the U.S.

## 🖊 Step 2: Notarization Services Available

If your document isn’t notarized or certified, we can notarize it for you.

We notarize:

* • Personal statements & letters
* • Powers of attorney
* • School records
* • Business documents

• $10 per notarized document (limit 10 per order)

## 📬 Step 3: Submit These Items to Paper and Pulse

* • Original document(s) to be apostilled/authenticated
* • Completed Apostille Request Form (we can assist you)
* • Name of the destination country
* • Photocopy of your valid ID
* • Payment – $250 flat fee per document package
* • Return shipping information (address or prepaid envelope)

## 📦 We Handle the Rest

* • Submission to the Virginia Secretary of the Commonwealth
* • Tracking & updates
* • Final delivery (via pickup or mail)

## ⏱️ Processing Time

• Standard: 7–14 business days

• Expedited: Available upon request (additional fees apply)