



# HOUSTONAPOSTILLE.com

HOUSTONTEXASMOBILENOTARY.COM

## Mail Cover Letter and Apostille Request Form

**Ship To: Apostille Office  
5614 1st Street, STE 10, Katy Texas 77493**

**Include this Form with your Documents**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **M.** \_\_\_\_\_

**Email** (Print English Clearly): \_\_\_\_\_

**Your Phone #:** \_\_\_\_\_

**Return Mailing Address:**

**no-international addresses are allowed for this form.**

If you want other shipping arrangements send email to [pay@houstontexasmobilenotary.com](mailto:pay@houstontexasmobilenotary.com).

USA Only

**Street Address** \_\_\_\_\_

**Suite/Apt #/** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip Code** \_\_\_\_\_

How many documents \_\_\_\_\_ **Document Total #** \_\_\_\_\_

(Not pages but stand alone documents)

**Which Country is the Apostille for?**

(USA is not correct) Print Country Here: \_\_\_\_\_

**Payment is made by Credit Card, Zelle (you will be contacted for this) or Post Office or National Bank Money Order (Make Money Orders out to "Houston Texas Mobile Notary LLC"). NO PERSONAL CHECKS, NO Western Union.** You will receive an email, text, call or invoice requesting your full payment using the email, phone or address written above. By dropping-off, mailing or emailing your document to us, you now acknowledge that you do this at your own risk and that no guarantees of service have been made to you by us. **Payment must be made before service will begin. We also reserve the right to perform services "in good faith" and if we do so, you are responsible for full payment of services so you should only send us documents for service you fully intend to pay for. No refunds for any reason after service is rendered. No document will be returned without full payment. If you change your mind or want your document returned for any reason, before service is started, you must do so at your own expense and remit a minimum return/restock fee of \$55.00 before return will begin. Once you have delivered your document to us by mail or any other means you are responsible for full payment.** By giving us possession of your document(s), you now agree to these terms and promise to pay the full estimated price and or final billed price in-full within 24 hours of notice by email, phone, text message, or any other electronic or physical means. **By your signature below you now acknowledge and accept all terms above.**

**\*CLIENT SIGNATURE X:**

----- Office Use Only -----