



## Nevada Apostille Service Order Form

Please complete order form, return delivery selection, and payment information. Include all forms with your document(s) when submitting your documents by shipment or drop off at submission site.

Name (Last, First): \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

Document  
Return Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Country  
Where Document  
Will Be Used: \_\_\_\_\_

No. of Documents: \_\_\_\_\_

### Processing & Pricing Details:

Due to the variability of signatures on Nevada vital records, if multiple are being submitted, these documents will not qualify for the Multiple Document Discount. Service for vital records and documents bearing the signature and seal of different public officials and/or notaries public will be priced at the "One Document" amount shown below and treated as separate orders. For a free price quote, email a copy of your document(s) to [apostille@notaryprosnv.com](mailto:apostille@notaryprosnv.com) or call (702) 688-5618.

\_\_\_\_\_ **Next Business Day Processing** (completed the next business day)  
(\$275 for one document, \$50 for each additional document enclosed.)

\_\_\_\_\_ **Expedited Processing** (2-3 business day completion time)  
(\$190 for one document, \$40 for each additional document enclosed.)

\_\_\_\_\_ **Standard Processing** (2-4 week completion time)  
(\$115 for one document, \$30 for each additional document enclosed.)

\*\*Completion time is based on when documents are received at our Downtown Las Vegas office for processing\*\*



### **Return Delivery Selection**

USPS Priority Mail delivery is included at no additional charge when shipping within the U.S. UPS and international shipping options available. You may also provide your own shipping label for return delivery. Please make your selection below.

USPS Priority Mail (No charge when mailing within the U.S.)

UPS Overnight (\$35)

Email me a quote for international shipping

Return shipping label included

### **Payment Method**

Please select your payment method below. Payment will be requested upon the receipt of your document(s). Work will not begin on your order until payment is made in full.

Credit card by phone (we will contact you at the number you listed on the order form)

Credit card details enclosed (see credit card authorization form)

Email invoice for online payment

### **If Shipping Documents, Send To:**

Notary Professionals of Nevada  
400 S. 4<sup>th</sup> St., Suite 500  
Las Vegas, NV 89101

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



Notary  
Professionals  
of Nevada

**Credit Card Authorization Form**

Cardholder Name  
(As shown on card):

\_\_\_\_\_

Card Number:

\_\_\_\_\_

Expiration  
Date (mm/yy):

\_\_\_\_\_

CVV: \_\_\_\_\_

Billing Address:

\_\_\_\_\_

\_\_\_\_\_

Card Type:

Visa

MasterCard

Discover

AMEX

By signing below, I authorize Notary Professionals of Nevada to charge my credit card for the Apostille/Authentication Service(s) and return delivery selections I have made on the Order Request Form. I understand that it is company policy of Notary Professionals of Nevada to receive payment prior to my order being processed. Notary Professionals of Nevada does not retain payment information once the service has been rendered.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## Nevada Compliant Notarial Wording

Notarial wording must be included in every notarization performed in Nevada. A notary public simply signing and stamping your document is not sufficient under Nevada notary laws. If your document requires notarization, please bring this notarial wording sheet with you to the notary public. The notary public may stamp notarial wording on your document or attach a loose notarial certificate. Both methods are acceptable if the notarial wording applied to your document(s) matches what is listed below. The notarial wording listed below is compliant with Nevada notary laws and will lead to a successful apostille processing. The most common notarial acts executed on signed documents are the acknowledgement and jurat.

### *Acknowledgement –*

State of Nevada  
County of (county name where notarization is occurring)

This instrument was acknowledged before me on (date of notarization) by (names of document signer/s)

\_\_\_\_\_  
Signature of Notary

### *Jurat –*

State of Nevada  
County of (county name where notarization is occurring)

Subscribed and sworn to (or affirmed) before me this (date) day of (month), year, by (name of document signer/s).

\_\_\_\_\_  
Signature of Notary

### *Certified Copy –*

State of Nevada  
County of (county name where notarization is occurring)

I certify that this is a true and correct copy of a document in the possession of (name of person presenting document) dated (date presented)

\_\_\_\_\_  
Signature of Notary