

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

To whom it may concern,

I am applying for an Apostille for use in the Country of \_\_\_\_\_  
(Name of Country)

Please find below my personal information:

<b>First Name:</b> _____
<b>Last Name:</b> _____
<b>Email:</b> _____
<b>Phone Number:</b> _____
<b>Return Address:</b> _____
<b>City, State/Province:</b> _____
<b>Postal Zip, Country:</b> _____

#### **TO THE STUDENT:**

**Please wait to receive an email from the Delaware Secretary of State's Office, then follow the instructions below to make payment for the Apostille.**

1. go to: [www.corp.delaware.gov](http://www.corp.delaware.gov)
2. Click: **Document Filing and Certificate Request Service**.
3. On the next page, below the paragraphs, click on the blue link where it says, **To submit a business entity filing or certificate request** [click here](#) and select **"Document Filing and Certificate Request"**.
4. On the next page, Click the **Document Filing and Certificate Request** tile.
5. Document Priority: Select Priority 3 (Same Day)
6. Follow the prompts and enter the Submitter Information - name and address, phone number, etc.
7. Select **Certificate Request** at **Document Request Type** and complete the rest of the information down to the end of the page.
8. **Comments** box: please state that Ms. Magnusen has your original documents.
9. Proceed to the next page and enter your payment information. After you click on "Submit", the system will send you a confirmation email. In it, you will have an SR (Service Request) number. Kindly email the number [DOSDOC\\_csr@delaware.gov](mailto:DOSDOC_csr@delaware.gov) and [margaret.magnusen@delaware.gov](mailto:margaret.magnusen@delaware.gov)

Please do not hesitate to contact me should you have any questions or need any clarifications with regards to the enclosed documentation.

Best Regards,