

- Go to <https://corp.delaware.gov/>
- Click on [Document Filing and Certificate Request Service](#)
- 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”.*
- On the next page, Click the *Document Filing and Certificate Request* tile
- Document Priority: select Priority 3 (Same Day).
- Enter the Submitter information
 - Submitter name and address must match the ones provided in the cover letter
 - Account number: leave it blank
 - Agent PIN: leave it blank
 - Attention line: leave it blank
- Document Request Type: select Certificate Request
 - Entity name: enter ‘Apostille’
 - Type of Certificate Request Information: select Apostille
- Method of return: select regular mail
- Comments box: please state that Ms. Magnusen has your original documents
- Proceed to the next page and enter your payment information
- After you click on “Submit”, the system will send you a confirmation email. Email the SR (Service Request) to DOSDOC_csr@delaware.gov and margaret.magnusen@delaware.gov