

REQUEST FOR APOSTILLE

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

Secretary of State, Corporations Division  
Apostille & Certification Program  
P.O. Box 40228  
Olympia, WA 98504

Dear Sir or Madam:

Please issue an Apostille certifying the attached school transcript for international acceptance.

- The transcript is signed by the (*choose one*) \_\_\_\_ Principal , \_\_\_\_ Asst. Principal , or \_\_\_\_ Assist. Superintendent of our school/district.
- The transcript is provided in a sealed school district envelope.
- A signed money order payable to "Secretary of State" in the sum of \$15.00 is enclosed.
- Student's Full Name: \_\_\_\_\_  
*(as used in the country accepting the Apostille)*
- Country asked to accept the Apostille: \_\_\_\_\_
- Student's family's daytime phone number: \_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Person to ask for at that phone number: \_\_\_\_\_  
Does this person speak English? \_\_\_\_\_ If no, preferred language: \_\_\_\_\_
- Address of family member or school to which Apostille will be mailed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- An unused envelope with our return address but no postage attached is provided for your use in mailing the Transcript and Apostille to the address shown above.

Sincerely,

\_\_\_\_\_  
*(sign your name)*

Enclosures: transcript in sealed envelope, signed money order, unused envelope