

LEGAL-EAZE International Adoption Specialists

NYC Couriers and Dossier Preparers - Celebrating our 13th Year - 1996 to 2009

NYC DOCUMENT AUTHENTICATION REQUEST FORM - ADOPTION

To request courier service for the authentication of documents to NYC Consulates and government offices, please complete this form (only one needed for multiple documents) and submit it with the following: (1) check or money order for total amount due, payable to "Legal-Eaze"; (2) original documents; (3) one copy of each page of each original; and (4) a prepaid return OVERNIGHT mailer (such as FedEx). Please e-mail us at NYOffice@Legal-Eaze.com to let us know the documents are coming. Confirmation of receipt will be by e-mail.

Mail to: **Legal-Eaze, 366 Amsterdam Avenue, Suite 275, New York, NY 10024 (845) 642-2990 Attn: Authentications**

Please print CLEARLY:

| | | | | | |
|------------------|--|-------------|--|---------------------------------------|----------------------------------|
| Name: | | | | Date: | |
| Address: | | | | | |
| City: | | State: | | Zip: | |
| Home Phone: | | Work Phone: | | Cell Phone: | |
| E-mail Address: | | | | Fed Ex or Credit Card* No.(exp date): | for overnight mail purposes only |
| Adoption Agency: | | | | | |

Mailing Address (for return of documents) Mailing Address is same as above *for overnight mail purposes ONLY (if no mailer enclosed); all other payments by check or money order ONLY.
Please complete if mailing address is different, for example: office or adoption agency address.

| | | | |
|---------------|--|--------|--|
| Company Name: | | Attn: | |
| Address: | | | |
| City: | | State: | |
| Work Phone: | | | |

I have enclosed a check or money order (credit cards not accepted), payable to "Legal-Eaze" for the following authentication services:

| Type of Service | Filing Fee per Doc | # of Docs | Subtotal "A" | Legal-Eaze Fee (1-6 docs) "B" | # of Docs over 6 | Subtotal "C" | Amount Due Legal-Eaze (add A + B+ C) |
|--|--------------------|-----------|--------------|-------------------------------|------------------|--------------|--------------------------------------|
| Consulate | | | | | | | |
| China – Regular ¹ | \$ 20.00 | X _____ = | | \$ 90.00 | _____ X \$15 = | | |
| China – Next Day | 40.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| China – Same Day | 50.00 | X _____ = | | 150.00 | _____ X \$15 = | | |
| Guatemala | 10.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| India (+ 1 copy) ² | 10.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| Uzbekistan* | 40.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| Vietnam – 2 weeks | 50.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| Vietnam – 4-5 day | 70.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| Vietnam – 2-3 day | 80.00 | X _____ = | | 90.00 | _____ X \$15 = | | |
| Other _____ | _____ | X _____ = | | 90.00 | _____ X \$15 = | | |
| NY Secretary of State (indicate country doc will be used in) | 10.00 | X _____ = | | \$ 90.00 | _____ X \$15 = | | |
| County Clerk-NYC | 3.00 | X _____ = | | \$ 90.00 | _____ X \$15 = | | |
| TOTAL | | | | | | | |

Document(s) will be used in _____ (name of country) **GRAND TOTAL DUE LEGAL-EAZE**** \$

Important Notes: *money order only **payable by check or money order only.
 1. Effective 6/12/09, the NYC Chinese Consulate **DOES** require one (1) full photocopy of each document plus the original.
 2. India Consulate requires one (1) full photocopy of each document plus the original.
 3. Legal-Eaze is not responsible if any Consulate refuses to issue its authentication for any reason.

NYC Office: 366 Amsterdam Avenue, Suite 275, New York, NY 10024 • (845) 642-2990 • NYOffice@Legal-Eaze.com