

Legal-Eaze™

International Adoption Specialists and NYC Couriers – Since 1996

NYC DOCUMENT COURIER SERVICE REQUEST FORM

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) money order for amount due government agency; (2) check payable to "Legal-Eaze"; (3) original documents; (4) one photocopy of each page of each original; and (5) 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*	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 agency address.

Company Name:		Attn:	
Address:			
City:	State:	Zip:	
Work Phone:			

- If authentication for China, I have enclosed an original **G-1 Form** with original signature.
- I have enclosed a **money order** for the filing fees and a check payable to "Legal-Eaze" for our fees.

Type of Service (money order only)	Filing Fee* per Doc	# of Docs	Total for Money Order	Legal-Eaze Fee** (1-6 docs)	# of Docs over 6	Total for Check to Legal-Eaze
Consulate China – Regular ¹	\$ 20.00	X _____	= \$ _____	\$ 90.00	_____ X \$15	= \$ _____
China – Next Day ¹	\$ 40.00	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		DUE IN MONEY ORDERS	* \$ _____		DUE LEGAL-EAZE BY CHECK OR MONEY ORDER	** \$ _____

Important Notes:

1. Consulate requires one (1) full photocopy of each document plus the original.
2. 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