



STATE OF MINNESOTA
SECRETARY OF STATE

Authentication Request Form

The Minnesota Secretary of State provides authentication of the signature of a state public official or Minnesota Notary Public on documents to be used outside the United States of America.

Apostille certificates are \$5.00 each.

Name: _____ Phone Number: _____

Address: _____

City _____ State _____ Zip _____

Email: _____

☐ Please debit my Secretary of State client account number _____

(if you do not have an account with our office, leave it blank)

Total Payment enclosed: \$ _____

Number of documents to be authenticated: _____

Special Instructions: _____

To reduce the chances of your submission being rejected, check these common problems with authentications:

- Improper Notarization
 - No Certificate (see MN Statute 358.66 for examples of certificates)
 - Non-valid Notary Commission (including mismatched stamps)
- Private Document Not Notarized
- Insufficient Fee or Fee Not Enclosed
- Original Document Originated Outside of Minnesota
- No Original Signature on Document

Return Mail Address: Mail authentication orders are mailed back to the address entered on this form unless otherwise noted in the special instructions above. If there is no address on the form, the authentication will be mailed to the address on the check or money order that we received. You may include a self-addressed stamped envelope or pre-paid label with any additional services (like tracking) from a delivery company, i.e, FedEx, UPS.

If you have any questions please contact us at (651) 296-2803 or 1-877-551-6767 between the hours of 9:00 a.m. to 4:00 p.m. You can also email your authentication questions to business.services@state.mn.us

Make Payable to Secretary of State and Mail your request to:
SECRETARY OF STATE
RETIREMENT SYSTEMS OF MINNESOTA BUILDING
60 EMPIRE DRIVE #100
ST. PAUL, MN 55103

FOR STAFF USE ONLY: Processed _____ Rejected _____ Total Fee _____