



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.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Return Mail Address: Mail authentication orders are mailed back to the billing address on the check or money order unless otherwise noted in the \*Special instructions above. You can 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](mailto: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: \_\_\_\_\_ Apostille Certificates @ 5.00 each **Total Fee** \_\_\_\_\_