

# Georgia Superior Court Clerks' Cooperative Authority Apostille Request Form

Date (Fecha): \_\_\_\_\_

Contact Name (Nombre de contacto): \_\_\_\_\_

Address (Dirección): \_\_\_\_\_

City (Ciudad): \_\_\_\_\_ State (Estado): \_\_\_\_\_ Zip (Código Postal): \_\_\_\_\_

Daytime Telephone Number (Numero de teléfono): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Foreign Country, Embassy or Consulate Requesting Each Document:** \_\_\_\_\_  
(País extranjero, Embajada o Consulado solicitando a cada documento):

Number of Documents (Cantidad de Documentos)

\_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_

Confirm this checklist prior to submitting your documents:  
(Confirmar esta lista antes de enviar sus documentos:)

\_\_\_\_ Documents  
(Documentos)

\_\_\_\_ Check or Money Order payable to GSCCCA \$3.00 per authentication  
(Cheque o giro postal pagadero a GSCCCA \$3,00 por autenticación)

\_\_\_\_ Name of the country of destination has been provided  
(Nombre del país de destino se ha proporcionado)

\_\_\_\_ Enclosed self-addressed stamped envelope or prepaid overnight delivery label for return of documents  
(Sobre con direccion dirigido a mismo con estampilla para regresar los documentos)

**NOTE:** Apostille Fees can also be paid with a credit card through our website, using the **Authentication Pre-payment Voucher** system: <https://apps.gsccca.org/AuthenticationPrePayment/>

## **Mailing Address (dirección de envío)**

GSCCCA  
Attn: Notary Division  
1875 Century Blvd Suite 100  
Atlanta, GA 30345

Telephone Number (Numero de teléfono): 404 327-6023  
Web Site: [www.gsccca.org/apostille](http://www.gsccca.org/apostille)  
E-mail: [notary@gsccca.org](mailto:notary@gsccca.org)

Office Hours: 9:00 a.m. - 4:00 p.m. Monday thru Friday (no appointment is necessary)  
(Horas de oficina: 8:30-16:00 el lunes al viernes (cita no es necesario))