



South Carolina Authentication Cover Letter

Mailing Address: Authentication Office
(direccion de envio) SC Secretary of State
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Phone number: (803) 734-2512
(Numero de telefono)

DATE: _____
(Fecha)

CONTACT NAME: _____
(Nombre & apellido de solicitante)

ADDRESS: _____
(Direccion)

DAYTIME TELEPHONE NUMBER/EMAIL **: _____
(Numero de telefono/correo electronico)

DESTINATION COUNTRY FOR DOCUMENT: _____
(En que pais usara los documentos)

SPECIAL INSTRUCTIONS: *(Instrucciones especiales-escritas en Ingles)*

***All documents in a foreign language must be accompanied by an English translation that is signed by the translator and notarized.**

***All notarized documents MUST include a completed notarial certificate, including a statement of facts attested to by the notary. (For example, "sworn and subscribed before me.")**

****Individuals outside of the United States must provide an email address. The Secretary of State's Office will not make international phone calls regarding your request.**

THE FEE IS \$5.00 U. S. CURRENCY PER DOCUMENT NOT PER PAGE

(El pago es \$5.00 dólares Americanos por documento, no por pagina)

NUMBER OF DOCUMENTS: _____ X \$5.00 per doc= _____
(Cantidad de documentos) (Por cada documento)

Total payment enclosed: \$ _____ check _____ cash _____ money order _____
(Pago total incluido) (cheque) (efectivo) (giro postal)

*****Payments can be made payable to: South Carolina Secretary of State**

RETURN DOCUMENTS BY: (pre-addressed pre-paid return envelope or shipping label must be provided)
(Como le regresaremos los documentos)

- _____ Self-addressed stamped envelope *(E incluido un sobre dirigido & prepagado)*
- _____ Pick-up *(Recoger personalmente)*
- _____ Overnight delivery envelope and pre-printed/ pre-paid air bill printed from UPS or Fed-Ex website. *(E incluido un sobre o etiqueta para servicio Fed Ex or UPS, prepagado)*