



**Client Service Center**

Central Ohio: (614) 728-9200  
Toll Free: (877) SOS-FILE (877-767-3453)  
Records@OhioSecretaryofState.gov  
For more information: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)

**Mail this information to the following:**

Ohio Secretary of State  
Client Service Center  
180 East Broad Street, Suite 103  
Columbus, OH 43215

**Authentication Request Cover Letter**  
**\$5.00 Fee per authentication**

Date (MM/DD/YYYY)

Customer Name

Address

City  State  ZIP Code

Daytime Telephone Number

Email Address

**Name of the country where the document(s) will be used:**

Return address of document(s) if **DIFFERENT** from the address above:

Name

Address

City  State  ZIP Code

**Time Sensitive Documents:** Expedite service is not available; however, we recommend that you use Federal Express or UPS for tracking and faster delivery time.

**Confirm this checklist prior to submitting your documents:**

- Please submit the required filing fee by completing the attached Credit Card Authorization Form or include a check or money order made payable to "Ohio Secretary of State"
- Name of the country where the document(s) will be used has been provided above
- Enclosed prepaid overnight delivery label and/or self addressed stamped envelope for return of documents
- Public document to be authenticated



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## Credit Card Authorization Form

Form Must Be Printed Or Typed

Cardholder Name

### Address

Street

City

State

ZIP Code

### Credit Card Information

Credit Card Type

Card Number

Expiration Month (MM)

Expiration Year (YYYY)

CVV/Security Code