



Client Service Center

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For more information: OhioSoS.gov

Mail this information to the following:

Ohio Secretary of State

Client Service Center

22 N 4th ST

Columbus, OH 43215-3668

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 UPS for tracking and faster delivery time.

Confirm this checklist prior to submitting your document(s):

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

Document signed by an Ohio elected official or an Ohio notary public. If signed by a notary public, the document must include a notarial certificate stating the type of notarial act (acknowledgment or jurat), venue (state/county), date of the act, notary's signature, notary's typed/printed/stamped name, and the notarial seal.