



Welcome

Thank you for choosing Houston Apostille. Complete this packet and place it inside your package. After your documents arrive, our team will review the order and send you a secure Square payment link. Processing begins after payment is received.

HOW IT WORKS

1 Complete this packet

Fill in the customer, return-shipping, and order information.

2 Mail your package

Include this packet with every document you want us to process.

3 Payment via Link

We will review the package and send a secure Square payment link.

MAIL YOUR PACKAGE TO:

Houston Apostille 5614 1st Street, Suite 10, Katy, Texas 77493

Place this completed packet inside the same envelope or box as your documents.

CUSTOMER INFORMATION

Fields marked * are required

First Name *

Last Name *

Company (Optional)

Email Address *

Mobile Phone *

RETURN SHIPPING ADDRESS

U.S. return addresses only

Street Address *

Apartment / Suite (Optional)

City *

State *

ZIP Code *

☐ Residential address

☐ Business address

Contact us before mailing if international return shipping is required.
We have a different process of intaking international address.



ORDER INFORMATION

Number of Documents *

Count separate documents, not pages.

Destination Country *

Service Requested *

☐ Bronze Mail-In Service

☐ Gold Mail-In Service

Special Comment (Optional)

PAYMENT

Secure Square Payment Link

After the business receives and reviews your documents, Houston Apostille will email or text a secure payment link. Processing begins after full payment is received.

CUSTOMER CHECKLIST

- ☐ I completed this packet and included it inside my package.
- ☐ I included every document I want Houston Apostille to process.
- ☐ I understand payment is required after Houston Apostille receives my documents and before processing begins.
- ☐ I understand the documents I send cannot be returned until all outstanding balances and return-shipping charges are paid.

TERMS & CONDITIONS

Please read before signing

- Houston Apostille will review the documents after receipt and contact the customer if additional information, documents, or instructions are required.
- Customers are responsible for providing complete, accurate, lawful, and eligible documents. Houston Apostille may decline any document or order it cannot lawfully or practically process.
- Government, embassy, consulate, foreign-authority, and shipping-carrier requirements, decisions, processing times, losses, and delays are outside Houston Apostille's control.
- Fees earned for work already performed are non-refundable. If documents are requested back before work begins, the customer remains responsible for applicable administrative, handling, and return-shipping charges.
- The Gold Guarantee applies only to a purchased Gold Mail-In Service and only to a rejection caused by an error made by Houston Apostille. It does not cover incorrect, incomplete, altered, fraudulent, damaged, or ineligible documents; customer instructions; or requirements, delays, or decisions imposed by any government or receiving authority.
- By submitting your documents, you authorize Houston Texas Mobile Notary LLC, doing business as Houston Apostille, and its employees, agents, contractors, successors, and assigns to receive, handle, transport, submit, retrieve, and otherwise perform the requested services on your behalf. You agree to pay all applicable service, government, courier, and shipping charges.

CUSTOMER AUTHORIZATION

Typing your name below and saving this PDF constitutes your acknowledgment of the terms above.

Signature / Typed Name *

Date *

Printed Name