

EMC NOTARY • FLORIDA COMMISSION HH619187

EMC Remote Notary — SEO/AEO/GEO Program

Apostille Request Kit

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Internal working document — confidential, not for external distribution.

template_name: "Apostille Request Kit" status: "NEW — the existing docs/emc-seo/packets/apostille-domicile-packet.md bundles the apostille request process together with Declaration of Domicile filing as one combined marketing packet. This is a standalone apostille-only kit for clients (frequently student-visa batches) who need only the apostille workflow." brand_tokens_consumed: - "color.semantic.brand.primary" - "color.semantic.brand.accent" - "component.packet.cover-gradient" - "component.citation.accent" authority: - "Apostille and Notarial Certificate Request Form, Florida Dept. of State — https://files.floridados.gov/media/702388/1-apostille_and_notarial_certificate_request_form-10-19-2023.pdf" - "Florida Dept. of State apostille program page — <https://dos.fl.gov/sunbiz/other-services/apostille-notarial-certification/>" - "Fla. Stat. §117.05(10) (non-attorney disclaimer, verbatim below)" scope: "Florida statewide (apostille is a Florida Dept. of State function, not county-level; destination country determines any additional requirements beyond the apostille itself, which is outside this kit's scope)" distribution: "website (downloadable PDF) | Legal workspace" last_verified: "2026-07-09 (inherited from source packet research; DOS form URL and fee schedule not independently re-verified in this pass — re-verify before next production use if more than 90 days have elapsed)"

Apostille Request Kit

The direct answer

An apostille is a certificate the Florida Department of State attaches to an already-executed document (signed, notarized, or government-issued) so a foreign country that's a member of the 1961 Hague Apostille Convention will recognize it as authentic. EMC's role is confirming the document is apostille-ready, completing the state's own request form, and submitting it, we don't determine whether your destination country's requirements go beyond a standard apostille.

Step 1 — Sort the document batch

- [] Identify which documents already went through notarization or are already government-issued (birth certificates, degree certificates) and are ready straight for apostille.
- [] Identify which documents still need notarization first (unsigned affidavits, powers of attorney) before an apostille can attach to them.
- [] Identify the destination country. Some countries require additional translation or authentication steps beyond Florida's apostille process; that's outside this kit and belongs to the receiving country's requirements, not something EMC interprets.

Step 2 — Complete the request form

Use the Florida Department of State's own Apostille and Notarial Certificate Request Form ([link above](#)), noting document count and destination country. We complete this form with you; we don't originate a substitute form.

Step 3 — Submit with the state fee

Fee schedule per the Dept. of State's published rate: \$10 per document, \$20 for county-certified documents (rates per source packet, last verified 2026-07-09 — reconfirm before invoicing if this kit has aged past 90 days, since state fee schedules can change without a corresponding update to this file).

Step 4 — Batch tracking (student-visa cohorts)

For batches of 15 or more documents, common in academic transcript and degree-certificate cohorts, track each document's status individually so nothing in a large batch returns incomplete or gets lost.

Checklist

- ☐ Destination country confirmed before starting.
- ☐ Each document in the batch categorized: apostille-ready vs. needs-notarization-first.
- ☐ Full batch gathered before submission; incremental submission slows a multi-document request more than one complete submission.
- ☐ Original-return vs. certified-copy preference confirmed (affects which DOS fee tier applies).

What EMC does not do

I don't determine whether a specific document is legally sufficient for the immigration, academic, or foreign-government purpose it's needed for, and I don't provide legal or immigration advice on which documents are required. Confirm requirements with the receiving visa office, university, or foreign registrar, or with an immigration attorney, before booking.

Disclaimer, Fla. Stat. §117.05(10), verbatim: "I am not an attorney licensed to practice law in the State of Florida, and I may not give legal advice or accept fees for legal advice."

Next step

Tell me your document count and destination country, and I'll confirm the current form and fee before you book. If you also need Florida residency established for the same file, see [templates/declaration-of-domicile-packet.md](#) .