



APOSTILLE REQUEST/ RELEASE FORM

INSTRUCTIONS: Please complete, print, sign, and return to Karen Hall, Upper School Registrar at karen.hall@montverde.org

Student Name: _____

Date of Request: ____/____/____ Date Last Attended School: ____/____/____

Provide a name and address where Apostille is to be sent by Federal Express after processed:

NAME AND ADDRESS: _____ PHONE: _____

TOTAL NUMBER OF COPIES OF TRANSCRIPT and or /DIPLOMA: _____

STUDENT/PARENT SIGNATURE: _____

The cost is as follows: (Please select one and circle yes)

\$156.45 per copy (7 to 10 days Service) Yes No

\$198.45 per copy (Rush 72 hours) Yes No

\$261.45 per copy (Same Day Service if received before 10:30 am) Yes No

(Please select one and circle yes for Federal Express)

\$49.00 Federal Express Charge for Domestic Yes No

\$91.25 Federal Express Charge for International Yes No

Apostilles will be sent to the address listed above. The charges will be processed before the documents are sent for Apostille.

Please provide the credit card information below. Please note a 3% fee applies to credit card charges.

PAYMENT METHOD - Select Card Type: AMEX VISA MC

Name on Card: _____

Card Number: _____ Exp. Date: ____/____

TOTAL Charge on Card: \$ _____ CVV _____