

# Capital Connection Florida Apostille Cover Letter.

**Please Apostille / Certify The Enclosed Document(s)**

For The Country of: \_\_\_\_\_  
Please list the country you need the Apostilled/Certified documents for.

## **Return Shipping Information.**

Please Return My Apostilled / Certified Documents To The Following Address.

Company Name (optional): \_\_\_\_\_

Receivers Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address (optional): \_\_\_\_\_

State Fee's for Apostilles \$10.00 For Documents Notarized by a Florida Notary, \$10.00 for Documents issued by a Florida State Agency and \$20.00 for documents Certified by a County Clerk of Court.

The total number of documents I need apostilled/certified is \_\_\_\_\_

I have included a check made payable to Secretary of State, in the Amount of \$ \_\_\_\_\_

I have included a check made payable to Capital Connection Inc, in the Amount of \$ \_\_\_\_\_

The total for Capital Connection includes the return shipping method of,

Overnight Return,  UPS Ground,  Prepaid return included.

Capital Connection Fee is \$45.00 for the first document and we process additional documents at a discounted price of \$35.00. All Apostilles are returned either by UPS Overnight Shipping and Handling for \$35.00 or UPS Ground for \$15.00. Please Call For Saturday Delivery Quotes. You may also include a prepaid UPS or FedEx shipping label. Post office returns are not accepted.

Please Overnight your documents by  
Capital Connection, Inc.  
417 E Virginia St STE #1  
Tallahassee Fl 32301  
1-800-342-8062

If you have any questions please contact us at:  
1-800-342-8062

Thank You For Using Capital Connection, Inc.

# Capital Connection Cost Reference Guide.

## Capital Connection, Inc.

Capital Connection Charges \$45.00 for the first document and we process additional documents at a discounted price of \$35.00. All Apostilles are returned either by UPS Overnight Shipping and Handling for \$35.00 or UPS Ground for \$15.00. The below reference guide includes the total amount due with overnight shipping or ground shipping costs.

Please send a check or money order made payable to Capital Connection, Inc.

### Total For Capital Connection including:

#### Overnight Shipping

One Apostille	\$80.00
Two Apostilles	\$115.00
Three Apostilles	\$150.00

#### UPS Ground Shipping

One Apostille	\$60.00
Two Apostilles	\$95.00
Three Apostilles	\$130.00

## State Fee's for Apostilles

- \$10.00 For Documents Notarized by a Florida Notary
- \$10.00 for Documents issued by a Florida State Agency
- \$20.00 for Documents Certified by a County Clerk of Court.

Please send a check or money order made payable to: Secretary of State

State Fee For Notarized Documents, and Documents Certified by a State Agency.

One	Apostille	\$10.00
Two	Apostilles	\$20.00
Three	Apostilles	\$30.00

State Fee For Documents Certified by Florida County Clerk of Court

One	Apostille	\$20.00
Two	Apostilles	\$40.00
Three	Apostilles	\$60.00

Example: If you have one notarized document you would like apostilled, please send one check for Capital Connection, Inc. for \$80.00 and one check for The Secretary of State for \$10.00

Example: If you have a certified copy of a Marriage or Divorce from the County Clerk of Court then please send one check for: Capital Connection, Inc. for \$80.00 and one check for The Secretary of State for \$20.00

Please call us with any questions at 1-800-342-8062.  
We will be happy to assist you.

## **Capital Connection Apostille Instructions.**

Please send the original document you would like to have apostilled along with the completed Capital Connection Florida Apostille Cover Letter, one check or money order made payable to: Capital Connection, Inc and one check or money order made payable to: The Secretary of State. (Money orders are also accepted)

Shipping Address:

Capital Connection, Inc.  
417. E. Virginia St. Ste 1  
Tallahassee Fl. 32301

We suggest using Fedex or UPS to overnight your documents to us. This way you have a tracking number and your documents are less likely to be lost in shipping. We also need to receive the documents by 11am to ensure the 24hour turn around. We do not suggest using the post office to ship documents to us, using the post office to overnight the documents to us may cause an additional delay of one business day.

When we receive your documents we will begin the process of apostilling your documents. The average turn around time is 24hours.

### **Typical Example of How Long The Process Takes With Overnight Shipping.**

If we receive your documents Tuesday Morning by 11am, then the apostille will be completed by Tuesday Afternoon or Wednesday Morning. (24 Hours)  
We will then overnight the apostilled documents back to you.  
You would receive your apostilled documents on Wednesday or Thursday delivered by UPS.

Almost every Apostille we process is completed in 24 hours from the time we receive it. We can never guarantee the 24 hour turn around time since the Secretary of State may experience unexpected problems or delays. The 24 hour turn around time is based on a business week Monday - Friday. State holidays may also create a delay in processing requests.

If you have any questions or would like an international shipping quote please contact us at:  
1-800-342-8062