



LEGALIZATION SERVICE CENTRE

100 Gloucester Street, Suite 369,
Ottawa, ON, K2P0A4
Tel: 1-800-857-1215
www.legalizationservicecentre.ca
info@legalizationservicecentre.ca

Secure and Reliable Authentication Services

ORDER FORM

Name of the Applicant/Company Name: _____

Home/Business Address: _____

City _____ Province/State _____ Country _____ Postal Code _____

Tel.: _____ e-mail _____

Document Details:

Nature of Documents: _____

Number of Documents: _____

Services Required:

Notary Public Certification Required: YES NO

Department of Foreign Affairs Canada (DFAIT) Authentication Required: YES NO

Embassy/High Commission/Consulate Legalization Required: YES NO

If Yes, what Embassy/High Commission/Consulate the documents are required to be legalized at? _____

DFAIT Service Speed Required: 1 day 5 days 7 days

Return Shipment Information:

I enclosed my own return envelope: YES NO

I want LSC to arrange return shipment: YES NO

Return shipment address, if different from the above: _____

City _____ Province/State _____ Country _____ Postal Code _____

Tel.: _____

Payment Information:

Money order payable to Legalization Service Centre is enclosed:

Paid online, copy of the receipt is attached:

Prefer to pay by Credit Card (3.5% processing fee will be charged):

Visa MasterCard

Credit Card number: _____ Exp. Date _____ / _____ Security Code _____

I, _____ (name of credit card holder) authorize Legalization Service Centre to charge my

Credit Card for the amount of: _____ Signature of credit card holder _____ Date _____

Legalization Service Centre is making every effort to provide its customers the exceptional and outstanding services and will always do its best to process your request in timely manner. However, the decision to legalize the documents or to reject is strictly at respective Embassy/High Commission/Consulate's discretion. Legalization Service Centre shall not be responsible for lost, stolen and damaged documents nor for the processing delays at Embassies/High Commissions/Consulates. Document legalization requirements, processing time and service fees are subject to change without prior notice. If legalization request applications are cancelled on the same day of submission and no work was performed by Legalization Service Centre or Consulate/Embassy the cancellation fee of 20% will be charged. In all other cases, all official and notary fees are non-refundable.

I agree to the terms and conditions outlined in this disclaimer:

Applicant's signature: _____ Date _____



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I/We, _____, hereby authorize Legalization Service Centre to act on my/our behalf and represent me/us regarding the authentication and legalization process of my/our documents. Legalization Service Centre is authorized to drop-off and pick-up the documents at DFATD/JLAC and from embassy, consulate, diplomatic mission of the country of _____.

Signed on (dd/mm/yyyy) ____/____/____ in the city of _____,

Province/State of _____, Country of _____.

Signature _____

Witness _____