



ORDER FORM

1. Contact Information:

Applicant's Name: _____ Company's Name: _____
Home/Business Address: _____
City _____ Province/State _____ Country _____ Postal Code _____
Tel.: _____ Ext _____ E-mail _____

2. Document Details:

Type of Documents: _____
Number of Documents: _____

3. Services Required:

- Translation Service: [] Yes [] No
- Notarization Service: [] Yes [] No
- Global Affairs Canada (GAC) Authentication Service: [] Yes [] No
- Embassy/High Commission/Consulate Legalization Service: [] Yes [] No

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

4. Global Affairs Canada Service Speed Required:

Please consult the website for our Rush Service Fees

5. Return Shipment Information:

- Return Shipment within Canada: [] - \$35CAD by Canada Express Post [] - \$50CAD by FedEx
- Return Shipment outside of Canada: [] - \$120CAD by DHL Express (Except Eastern Europe, Russia and China)

6. Return shipment address, if different from the above:

Recipient's Name: _____ Company's Name: _____
Home/Business Address: _____
City _____ Province/State _____ Country _____ Postal Code _____
Tel.: _____

7. Payment Information:

- Money order payable to Legalization Service Centre enclosed: []
- Paid by Interact Transfer: []
- Prefer to pay by Credit Card/PayPal (Add 3.5% processing fee): []
[] Visa [] MasterCard [] Amex

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 (LSC) will make every effort to provide customers exceptional and timely services. However, the decision to authenticate, legalize, Apostille the documents is strictly at Global Affairs Canada's and respective Embassy/High Commission/Consulate's discretion. LSC shall not be responsible for lost, stolen and damaged documents nor for the processing delays at Embassies/High Commissions/Consulates. Document authentication, legalization, Apostille requirements, processing time and service fees are subject to change without prior notice. If the service request is cancelled on the same day of submission and no work was performed by the LSC or by the Consulate/Embassy, the cancellation fee of 20% will be applied. In all other cases all service, shipment, and notary fees are non-refundable. I agree to the terms and conditions outlined in this disclaimer:

Applicant's signature: _____ Date _____



LEGALIZATION
SERVICE CENTRE

Secure and Reliable Authentication Services

Mailing Address:
100 Gloucester Street, Suite 369, Ottawa, ON, K2P0A4
Toll Free: 1-800-857-1215, Local/WhatsApp: +1-613-501-0555
Website: www.legalizationservicecentre.ca
Email: info@legalizationservicecentre.ca

Authorization Form

I/We, _____, hereby authorize Legalization Service Centre's agent 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 Global Affairs Canada/JLAC and at/from embassy, consulate, diplomatic mission of the country of _____.

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

Province/State of _____, Country of _____.

Signature of the applicant _____

Witness:

First Name _____ Last Name _____

Signature _____