



## Apostille Request Form Information and Instructions

An "Apostille" is a specific format of a certificate that is required by countries that are members of the Hague Convention, October 1961. When requesting an Apostille certificate from the Wisconsin Department of Financial Institutions, it is important to specify which foreign country is involved, so the appropriate certification will be issued. Use of the incorrect certificate can cause a document to be rejected by the foreign country.

- Contact and Mailing Information:** Enter the name of the person or entity, whom we should contact for questions or to call if the documents will be picked up in person. The address should be the mailing address where the completed work will be sent.
- Country:** Enter the name of the country which requires the Apostille. If there is more than one country that you need service for, complete one request form per country and paperclip the document(s) to the request form.
- Fees:** You may request and pay online by credit card at [www.wdfi.org/Apostille](http://www.wdfi.org/Apostille)
  - The Standard service fee is \$10 per certificate. (Processing time is 3-7 business days.)
  - The Expedited service fee is an additional \$25.00 per certificate.  
(Processing time is 1-2 business days.)
  - You should expect additional time for mailing.
  - If paying with check/money order/cashier check, make payable to:  
WI Department of Financial Institutions.
- Method of Return:** Please indicate how the documents should be returned to you.
  - High Priority - If you would like the documents sent high priority by FedEx, UPS, DHL, etc., you must include a prepaid courier label.
  - Pick Up - If you would like to pick up the documents in person, please include an e-mail address or phone number so we can email or call you when the documents are ready to be picked up.
  - Self-Addressed Stamped Envelope - If you would like the documents sent by regular mail, include a self-addressed stamped envelope, large enough for us to send the documents back to you.
- If you have questions, please email at [DFIApostille@wi.gov](mailto:DFIApostille@wi.gov) or call 608-266-8915.

### Physical Address for

#### Express Mail/Courier/Walk-in Service:

Apostille Section  
Division of Corporate & Consumer Services  
Wisconsin Department of Financial Institutions  
4822 Madison Yards Way, North Tower  
Madison WI 53705

or

#### Mail request to:

Apostille Section  
WI Department of Financial Institutions  
PO Box 7838  
Madison WI 53707-7838