



# SSK Apostille Document Checklist

Please review this checklist carefully before sending your documents. Missing items may delay processing.

Name		Order Number	
Phone Number		Destination Country	
Email		Number of Apostilles	

## Before You Send Your Documents

- Preferred Method of Contact (circle one): Text / Email**  
All order updates will be sent using your selected method
- Original document included**  
(Photocopies are not accepted unless specifically allowed.)
- Document is eligible for a Wisconsin apostille**  
(Document must be issued in Wisconsin or properly notarized in Wisconsin.)
- Notarization completed (if required)**  
If your document requires notarization, ensure it is properly notarized before submission.

## Order & Payment

- Order placed online**  
Your order must be completed before documents are submitted.
- Order confirmation included (recommended)**  
Include a copy of your order confirmation or write your order number above

## Return Shipping

### IF Choose Providing Own Return Shipping Option When Ordered

- Prepaid return shipping label included**
- Return address clearly labeled**  
Ensure the return address matches the address to which you want your documents sent.



## Packaging & Sending

**Documents securely packaged**

Use a sturdy envelope or mailer to protect original documents, checklist, and, if applicable, return postage.

**Tracked Shipping is strongly suggested when shipping to us**

We strongly recommend shipping with tracking for your records and peace of mind.

---

## Processing Expectations

**Standard processing acknowledged**

This service is for non-urgent requests and flexible timelines.

**No rush or same-day service included**

Delivery timelines are controlled by the State and the carrier and are not guaranteed.

---

## Important Notes

- SSK Apostille provides **document processing and courier submission assistance only**
  - Apostilles are issued by the **Wisconsin Secretary of State**
  - Incomplete or incorrect submissions may delay processing or return your unprocessed documents (Postage paid or ordered will be used to return the document and will be non-refundable)
- 

 Mail To:

**SSK Apostille**  
**939 South Park St**  
**Suite 2116**  
**Madison, WI 53715**