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

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📦 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
345 W WASHINGTON AVE
STE 301-3105
MADISON, WI 53703