NC Authentication Office Cover Letter Corporate Document Orders

(Oficina de Authenticationsdel Estado de Carolina del Norte)

Telephone Number: 919-814-5400 Email [Address:authen@sosnc.gov](mailto:authen@sosnc.gov) (Numero de teléfono) (Dirección de correo electrónico)

Mailing Address for US Postal Service Mail: (Correo Regular):

Authentication Office NC Secretary of State PO Box 29622

Raleigh NC 27626-0622

Street Address for Carrier and hand Delivery Mail: (Correo rápido):

Authentication Office NC Secretary of State 2 South Salisbury St

Raleigh NC 27601-2903

Date (Fecha de Hoy Día):

Contact Name (Nombre y apellido del solicitante): E-mail Address (Dirección de correo electrónico):

Address (Dirección): City (Ciudad): State (Estado): Zip (Código Postal) Telephone Number (Numero de teléfono):

Country Each Document will go to (País en que se propone usar): Special Notes or Instructions (Notas Especiales o Instrucciones Especiales): Invoice # Receipt # (Found on Corporate Order Invoice)

# Payment By: (Pago de)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Check Number (Numero de cheque): |  | Cash (Efectivo) |
|  | Money Order (Giro postal) |  | Cashier’s Check (Cheque del la gerencia) |
|  | Online Payment | | |

**Payment Calculation:**

Number of Documents (Cuantos Documentos)

X $10.00 = $

**Total Payment enclosed**: (Total de pago): **$**

# How do you want the document returned to you? Return documents By: (El regreso documents por):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pick Up** (Regressó para recoger los documentos) | | |
|  | **Overnight Delivery Envelope or Label:**(Must have pre-paid label from the delivery company, i.e., FedEx, UPS)  (**Correo Rápido** (i.e., FedEx, UPS): Sobre con la  dirección de uno mismo con franqueo pagado) |  | **Self-Addressed Stamped Envelope:**  (**Correo Regular:** Sobre con la dirección de uno mismo con franqueo pagado) |
|  |
|  |

**Updated Refund Policy:** Refund requests must be made within 45 consecutive days of receipt of funds.