

Monday-Friday  
9:00 am- 5:00 pm  
(312) 372-2703

Passport, Visa &  
Legalization Service  
fax (312) 372-2715

PERRY INTERNATIONAL  
100 West Monroe  
Chicago, IL 60603  
www.perryvisa.com

### Costa Rica Legalization Instructions

Corporate and Personal Documents must have an original signature and be attested to by a notary public. Public documents, such as birth and marriage certificates, must be certified copies issued by a government office. Estimates presume that documents are received in good order and in adequate time. Prices and requirements are subject to change without notice. By sending your documents to Perry International, you accept and agree to the terms and conditions listed on our web site's policy page.

If your document is notarized in one of the following states: IA IL IN MI MN MO ND OH SD WI, we can process your document here in Chicago. Costa Rica requires the Secretary of State seal from the state the notary resides in. Along with the document itself you will need to send:

- in DC only a Secretary of State seal is needed. NO US Sec State

The Secretary of State fee and processing time vary from state to state. Our service charge to obtain the state seal is \$35 per document. If the document is from a state other than Illinois there will be an additional charge of \$40 to get the document to and from the Secretary of State's office.

Costa Rica charges \$80 per document. Our service charge to submit the documents in Chicago is \$35 per document. There is also a fee of \$25 to Federal Express the documents back to you.

If the document was NOT notarized in one of the above states we will need to process through the embassy in Washington DC. A US Department of State Seal will be required in addition to the Secretary of State seal. The US Department of State charges \$8 per document. For work done in Washington DC our service charge is \$48 per document per seal.

Please complete and include our order form with your order. All personal orders must include a credit card number for billing.

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### Order Form for Legalizations

By sending your documents to Perry International you accept that all consulate information is estimated to the best of our ability but that consulate requirements may change at any time.

Number of documents enclosed included with this order \_\_\_\_\_

Country \_\_\_\_\_

Option is ONLY available for certain countries that offer the option

\_\_\_\_\_ Will pay consulate rush fees to have my documents back by \_\_\_\_\_ (date)

Referred By \_\_\_\_\_

Who do we contact if there are questions \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Complete at least one address and phone number even if payment is enclosed

Address to send invoice to: (if different)

Address to return documents to: (No P.O. Boxes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

If paying by credit card you do not need to send a deposit

Credit Card # \_\_\_\_\_ ( Amex , Diners , Mastercard , or Visa )

Expiration date: \_\_\_\_/\_\_\_\_

Signature of card holder: \_\_\_\_\_