



Form 8003 Prescribed By:

**JON HUSTED**  
**Ohio Secretary of State**  
**Client Service Center**  
180 E. Broad Street, Suite 103  
Columbus, OH 43215  
(614) 728-9200  
*www.OhioSecretaryofState.gov | Records@OhioSecretaryofState.gov*

**Mail this form to the following:**

Ohio Secretary of State  
Client Service Center  
180 East Broad Street, Suite 103  
Columbus, Ohio 43215  
Fax number: (614) 995-5749

## Authentication Request Cover Letter

Date

Customer Name

Address

City  State  ZIP Code

Daytime Telephone Number

Email Address

**Name of the country where the document(s) will be used:**

Return address of document(s) if **DIFFERENT** from the address above:

Name

Address

City  State  ZIP Code

### Confirm this checklist prior to submitting your documents:

- Check or Money Order payable to Ohio Secretary of State, \$5.00 per authentication
- Documents that require county certification have been county certified
- Name of the country where the document(s) will be used has been provided above
- Enclosed prepaid overnight delivery label and/or self addressed stamped envelope for return of documents