Form 8003 Prescribed bv:

Client Service Center
Central Ohio: 614.728.9200
Toll Free: 877.767.3453
records@OhioSoS.gov
For more information: OhioSoS.gov

Mail this information to the following:
Ohio Secretary of State
Client Service Center
22 N 4th ST
Columbus, OH 43215-3668

Authentication Request Cover Letter

$5.00 Fee per authentication

Date (MM/DD/YYYY)

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

Time Sensitive Documents: Expedite service is not available; however, we recommend that you use Federal Express or UPS for tracking and faster delivery time.

Confirm this checklist prior to submitting your documents:

- ☐ Please submit the required filing fee by completing the attached Credit Card Authorization Form or include a check or money order made payable to “Ohio Secretary of State”
- ☐ 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
- ☐ Public document to be authenticated