

Process for getting an Apostille:

Background: The United States and Mexico are both signatories to the Hague convention, where they agreed on a standard way to pass legal documents back and forth across the border. For a signature signed in the U.S. to be legally binding in Mexico, it must be notarized, and IN ADDITION, an apostille must be issued by the state, which basically certifies to Mexico that the notary used is valid. Once completed, this signature is just as good in Mexico as in the States!

Since most owners live in Arizona, the board will facilitate getting the apostille's, in bulk, for any AZ owner who gets their power of attorney in to the association by Nov 15th. Owners outside of AZ must contact their Secretary of State's office to find out their state-specific process.

Below, we include the process in AZ, as a reference for anyone trying to understand this process. It is NOT hard, and it is not expensive. But it MUST BE DONE!

AZ PROCESS

Pursuant to A.R.S. 41-326, the AZ Secretary of State issues apostilles to foreign public documents. This office also authenticates public documents going to foreign countries. The cost for this service is \$3.00 per document. Checks should be payable to the Secretary of State.

You may mail your documents to:

Arizona Secretary of State
Attn: Notary Department
1700 W Washington, 7th Fl
Phoenix, AZ 85007

Our average turnaround time is 48 hours. If you require same day service, you may want to send your documents through express mail. Please remember to include your payment of \$3.00 per document (no cash please). Your documents are processed immediately and returned to you. If you would like your documents returned through express mail, please include a prepaid envelope for express mail service. When mailing your documents, please indicate the name of the country to which you will be sending your documents. You are urged to include your name and daytime telephone number so that we may contact you should any question arise when processing your document(s).

You may also visit our office for same day service. Our physical address for walk-in service is: 14 N 18th Avenue, in the Customer Service Center, downtown Phoenix.

You may also visit the Southern Arizona Satellite office, located at: 400 W Congress, Ste 504 in Tucson.

HOURS: open Monday through Friday from 8:00 a.m. to 5:00 p.m., Closed state holidays.

