



LEGALIZATION
SERVICE CENTRE

Secure and Reliable Authentication Services

440 Laurier Ave W, Suite 200, Ottawa, ON, K1R7X6
Toll Free: 1-800-857-1215, Local/WhatsApp: +1-613-501-0555
Website: www.legalizationservicecentre.ca
Email: info@legalizationservicecentre.ca

LSC ORDER FORM

1. CONTACT INFORMATION AND RETURN SHIPPING ADDRESS:

Applicant's Name: _____ Company Name (if applicable): _____
Home/Company Address: _____
City _____ Province/State _____ Country Postal Code _____
Tel.: _____ Ext _____ E-mail _____

2. DOCUMENT(S) DETAILS:

Type of Document(s): _____

Quantity of Document(s): _____

Country Your Document(s) Will Be Used In

3. SERVICES REQUIRED:

- ☐ - Apostille/ Authentication Services
- ☐ - Attestation/Legalization Service at Embassy/Consulate
- ☐ - Notarization Services
- ☐ - Canadian Criminal Record Check/Background Check Certificate
- ☐ - Certified and Notarized Translation

4. EXPEDITED SERVICE REQUIRED:

☐ - Yes ☐ - No

Note: The expedited service is available for certain documents and countries only and subject to additional **expedited service fees**.
Please discuss this option with our office beforehand if you require the expedited service.

5. RETURN SHIPPING OPTIONS:

- Shipments within Canada: ☐ - \$40CAD by Canada Express Post to destinations in ON and QC only ☐ - \$55CAD by Canada Express Post to other destinations in Canada ☐ - \$80CAD Express Courier (Purolator/UPS)
- Shipments Outside Canada: ☐ - From \$125CAD to \$280CAD by DHL/UPS Express (Depending on International Destination)

6. RETURN SHIPPING ADDRESS IF DIFFERENT FROM SECTION 1 ABOVE:

Recipient's Name: _____ Company's Name: _____
Home/Business Address: _____
City _____ Province/State _____ Country Postal Code _____
Tel.: _____

7. SCANNED COPY OF COMPLETED DOCUMENT REQUIRED:

☐ - Yes ☐ - No

Note: The scanned copies are offered for an additional fee: \$20CAD per document (up to 5 pages in the same document) + \$5CAD per additional page in the same document.

8. PAYMENT INFORMATION:

☐ - By Money Order/Certified Cheque ☐ - By Interac Email Transfer ☐ - By Credit Card/PayPal (Subject to 3.5% additional online payment processing fee)

9. DISCLAIMER:

The Legalization Service Centre Canada Inc (LSC Canada) will make every effort to provide its customers the exceptional and timely services. However, the decision to authenticate, legalize, attest or Apostille the documents is strictly at Global Affairs Canada, Provincial Government Offices, and respective Embassy/High Commission/Consulate's discretion. The LSC Canada is not responsible for lost, stolen, or damaged documents sent by courier services or mail nor for the processing delays or refusals at the Embassies/High Commissions/Consulates. The document authentication, legalization, attestation and Apostille requirements, processing times, and service fees are subject to change without prior notice. If the service order is canceled on the same day of submission and no work was performed by the LSC Canada or by the Consulate/Embassy, the cancellation fee of 20% will be applied. In all other cases the service, shipping and notary fees are not refundable.

By signing this LSC Order Form I agree to the terms and conditions outlined in this Disclaimer.

Applicant's signature: _____ Date _____