



Laveda's Sign & Seal, LLC

Apostille Facilitation & Courier Intake Form (Michigan)

Document ID: LSS-INTAKE-APS-004

Purpose

Collect accurate customer and document information for Apostille Facilitation and Courier services in Michigan to reduce errors, delays, or rejected submissions.

Date:		Order #:	
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Customer Information

Full Name _____	Phone Number _____
Email Address _____	Preferred Contact Method _____ (Call / Text / Email)
Street Address _____	City / Zip _____

Appointment Details

Preferred Date _____	Preferred Time Window _____ (e.g., 2-4 PM)
Location Type _____ (Home / Office / Hospital / Other)	Parking / Entry Notes _____ (Gate code, suite, etc.)

Apostille / Courier Request

Country of Use _____	Document Type(s) _____ (Vital / Education / Court / Corporate / Other)
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Number of Documents <hr/>	Courier Needed? _____ (Drop-off / Pick-up / Both)
Turnaround Needed <hr/> (Standard / Rush / Same-day attempt)	Return Method _____ (Pickup / Mail / Courier delivery)

Common Documents

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Death Certificate
<input type="checkbox"/> Divorce Decree	<input type="checkbox"/> Diploma	<input type="checkbox"/> Transcript
<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Business Documents	<input type="checkbox"/> Other (describe below)

Document Readiness

Is notarization required first? <hr/> (Yes / No / Not sure)	Do you need translation coordination? <hr/> (Yes / No)
Upload documents (if available) <hr/> (Attach via form online or provide at intake)	

Additional Notes

Customer Acknowledgment

By signing, I confirm the information above is accurate. I understand state/agency fees and shipping costs may apply separately. Laveda’s Sign & Seal, LLC provides facilitation and courier support and does not provide legal advice.

Signature:		Date:	
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