Division of Corporations

Attn: Apostille Services Office

401 Federal Street

Suite 4

Dover, DE 19901

To Whom It May Concern,

I am writing to request an Apostille to be applied to my official Goldey-Beacom College transcript and/or diploma. I have included an Apostille checklist with my letter outlining what I am requesting, how I will provide it, and payment information.

* Your Name
* Your Contact Information (email and phone number)
* Name of Documents requiring an Apostille:
  + Document 1 – (for example “Official Transcript #1)
  + Document 2 – (for example “Official Transcript #2)
  + Document 3 – (for example “Official Diploma – BS Business Administration conferred 5/2/24)
  + Document 4 – (for example “Official Diploma – MBA concentration in Financial Management conferred 5/2/24)
* Your Payment Information (for example “A $120 check for 4 official documents requiring an Apostille).
* Country Receiving the Apostille

When the documents are prepared, please mail the documents back to me via the prepaid FedEx/UPS/USPS label provided.

Please contact me with any questions.

Sincerely,

(Insert Signature Here)

Your Name