

AR SOSE System Manual

Version 1



Module: Notary, Apostille, and Facsimile Signature

Last updated on 1/12/2024



Arkansas Secretary of State
JOHN THURSTON

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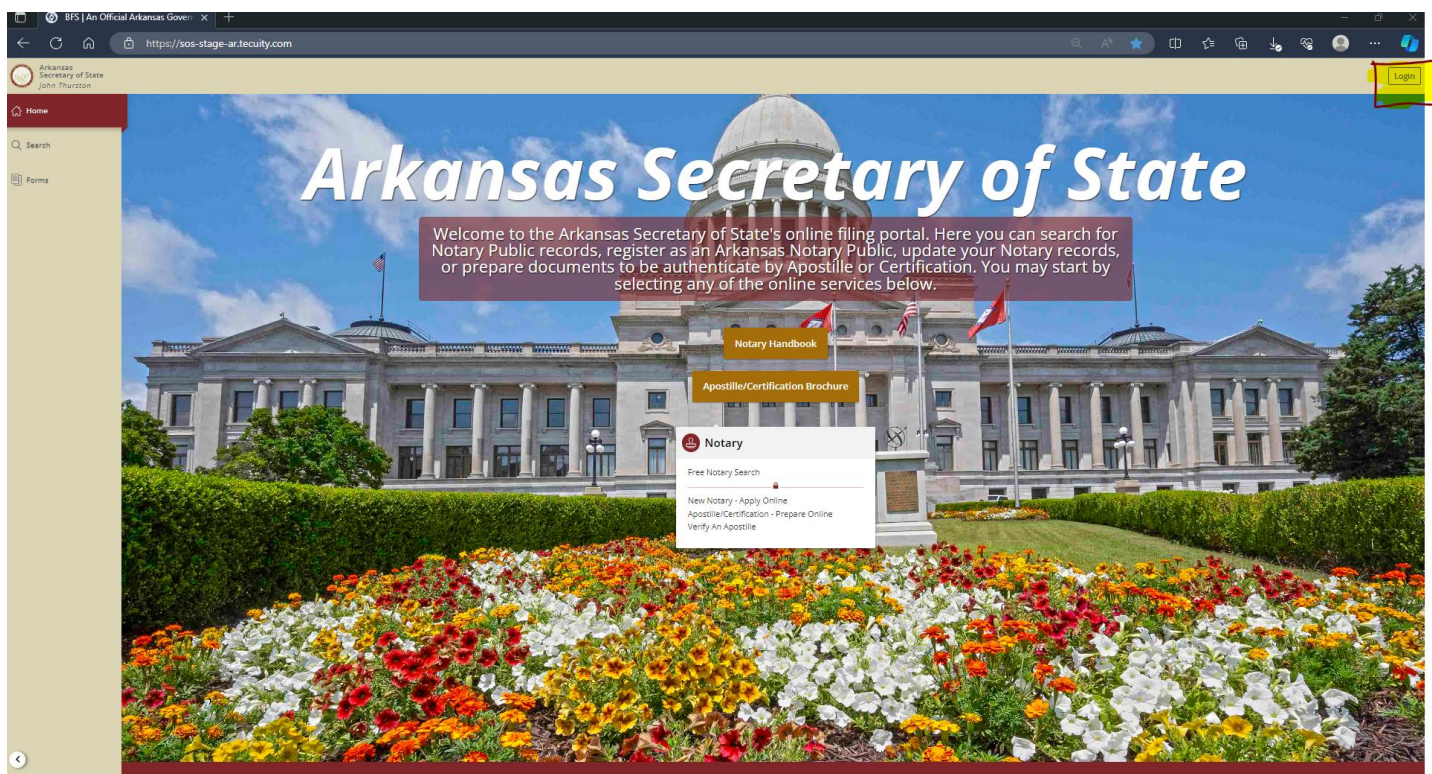
Arkansas Secretary of State **JOHN THURSTON**

Creating an Online Account & Logging In

In order to apply to become a Notary, update your Notary records, or prepare documents to be authenticated by Apostille or Certification, you must create a free account in our online filing portal.

If you have created an account in our previous system prior to 1/25/2024, you will need to create a new account

You will need to click the Login button located at the top right hand corner of the online portal.





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From here you will be taken to the Arkansas Login page. If you have already created an account, login using your user email address and password.

A screenshot of the "Arkansas Login" form. The form has a white background with a dark red header bar that says "Arkansas Login". Below the header, there are two input fields: "User Email" with the placeholder "example@email.com" and "Password". To the right of the "Password" field is a dark red button with a white "LOGIN" label. Below the "Password" field, there are two links: "Forgot or Change Password?" in red and "Create an Account" in yellow.

If you have forgotten your password, you may click the link on this page and you will provide your email in order to receive a link to change your password.

If you have not previously created an account, select the Create an account hyperlink.

You will be directed the Create Arkansas Account page. Provide all of the required information on this page. You will also need to create a password with the requirements that are listed on this page.

A screenshot of the "Create Arkansas Account" form. The form has a white background with a dark red header bar that says "Create Arkansas Account". Below the header, there are four input fields: "First name" (with "John" as a placeholder), "Last name" (with "Doe" as a placeholder), "Email" (with "example@email.com" as a placeholder), and "Phone" (with "###-###-####" as a placeholder). Below these fields is a "Password" section with a list of requirements: "Must be at least 12 characters", "Must contain at least 1 uppercase letter", "Must contain at least one lowercase letter", "Must contain at least one number", and "Must contain at least one special character". Below the requirements is a "Confirm Password" field. At the bottom right, there is a dark red button with a white "CREATE ACCOUNT" label and a red link "Login with existing account" below it.

Your password expires in this system every 90 days. Once you are a week from your password expiring, you will receive email notification of the pending expiration.



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Once you have provided all of the information, you will select Create Account. This will bring you back to the Arkansas Login page where you will need to login with the credentials that you just created.

A screenshot of a web browser displaying the Arkansas Login page. The browser's address bar shows the URL "https://sos-stage-artecuity.com/auth?from=/". The page has a light gray background with a gold sidebar on the left containing links for "Home", "Search", and "Forms". In the center, there is a white login box with a dark red header "Arkansas Login". Inside the box, a blue message states: "Your account was successfully created. Please login below." Below this, there are input fields for "User Email" (containing "example@email.com") and "Password". A dark red "LOGIN" button is positioned below the password field. At the bottom of the login box, there are two links: "Forgot or Change Password?" and "Create an account".

If you have questions, concerns, or issues, please contact our office at (501) 682-3409.



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New Notary Application (Web Filed)

Select the “New Notary Public Application” that is located in the Notary Tab of the Forms Page.

The screenshot shows the Arkansas Secretary of State website. The 'Forms' tab is selected, and the 'New Notary Public Application' form is highlighted. The form is titled 'New Notary Public Application' and includes a 'Filter' button. The form is located in the 'Notary' tab of the 'Forms' page.

Provide all of the required information (indicated by a red asterisk (*)) in all sections of the form that are listed on the left of the application.

The screenshot shows the 'New Notary Public Application' form. The form is titled 'New Notary Public Application' and includes a 'Filter' button. The form is located in the 'Notary' tab of the 'Forms' page. The form includes sections for 'Applicant Information', 'Required Documents', 'Verification', 'Filing Fees', 'Signature', 'Confirmation', and 'File Document'. The 'Applicant Information' section is highlighted with a red asterisk (*). The form also includes 'Important Instructions' and a 'Notary Public Handbook' link. The 'Applicant Name' section is highlighted with a red asterisk (*). The form includes fields for 'First Name', 'Middle/Initial', 'Last Name', and 'Suffix'. The form also includes a 'Save Draft' button and a 'Next Step' button.

New Notary Application (Web Filed)



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You will be required to provide if you are an Arkansas resident. If you are not an Arkansas resident, you must meet the guidelines of the below listed options:

New Notary Public Application

- ☒ Applicant Information
- ☐ Required Documents
- ☐ Verification
- ☐ Filing Fees
- ☐ Signature
- ☐ Confirmation
- ☐ File Document

resubmitted and a new filing fee also submitted.

Along with completion of this application, you must include the following documents:

- **Copy of the Surety Bond:** A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. Please provide a copy of the bond, not the application for the bond.
- **Certificate of Arkansas Notary Exam Completion :** The exam must be completed through [Classmarker](#).
- **Copy of your Recorded Declaration of Domicile:** This would be applicable if you are not a United States citizen, but you are a permanent resident alien.
- **Copy of a United States Department of Defense DD Form 1173 or a United States Department of Defense DD Form 1173-1:** This would be applicable if you are not an Arkansas resident, and you are a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

[Notary Public Handbook](#)

[Notary Public FAQ's](#)

Applicant Name

The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name *	Middle/Initial	Last Name *	Suffix
Test		Test	

Applicant Residential Address

Enter the address of your residence. No PO Boxes are permitted.

Are you an Arkansas resident? *

☐ Yes, I am an Arkansas resident.

☒ No, I am not an Arkansas resident.

Please select one: *

☐ I am a legal resident of an adjoining state that is employed by or operating a business in Arkansas.

☐ I am a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

Address *

[Save Draft](#)[Next Step](#)



Arkansas Secretary of State **JOHN THURSTON**

If you select that you are not an Arkansas resident, you will be required to provide an Employer/Business address that is required to be an Arkansas address. If you select that you are not an Arkansas resident, you will have other documentation you will be required to provide our office. Please see our [Notary Handbook](#) for more information.

☐ Applicant Information

☐ Required Documents

☐ Verification

☐ Filing Fees

☐ Signature

☐ Confirmation

☐ File Document

Help ?

STE/APT/FL

Attention

City*State*ZIP code*

AR

Employer/Business Address

Enter your employers or business address. *This must be provided if you are not an Arkansas resident.*

Address*

STE/APT/FL

Attention

City*State*ZIP code*

AR

County of Commission: *

This must match the county that is listed on your Surety Bond.

[Select an option]



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If there is an error on any part of the form, the form will highlight the section in red and there will be red text which describes the error.

The screenshot shows the "New Notary Public Application" form. The "Applicant Information" and "Required Documents" sections are highlighted in red. The "Applicant Information" section contains the following fields: Address (500 Woodlane Ave), STE/APT/FL, Attention, City (Little Rock), State (AR), ZIP code (72201), and County of Commission (Pulaski). The "Required Documents" section contains the following fields: Address, STE/APT/FL, Attention, City, State, and ZIP code. A red error message is displayed at the bottom of the "Required Documents" section: "Please provide a business address to continue." The "Next Step" button is visible at the bottom right.

If the name provided in the "Applicant Information" step does not match the name provided in the "Required Documents" step, you will receive the following error:

The screenshot shows the "Applicant Name" error message. The text reads: "The name listed on the application must match exactly how the name is listed on the Surety Bond." Below this text are four input fields: First Name (Test), Middle/Initial (), Last Name (Test), and Suffix (). Each field has a green checkmark icon to its right, indicating that the input is valid.

The screenshot shows the "New Notary Public Application" form. The "Applicant Information" and "Required Documents" sections are highlighted in red. The "Surety Bond" section contains the following text: "A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law." Below this text is the instruction: "Enter your name as it appears on your Surety Bond." The "Surety Bond" section contains the following fields: First Name (Test), Middle/Initial (A), Last Name (Test), and Suffix ().

New Notary Application (Web Filed)



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!

It looks like there are some mistakes in the data you've entered. Please review each invalid step before continuing.

The name on your application must match exactly how your name is listed on your Surety Bond. Either correct the name on the application, or you must obtain a rider from the provider of your Surety Bond. In addition to exact spelling, please check for errant punctuation or spaces.

Save Draft

Previous Step

File Online

You will be required to provide a copy of your Surety Bond. A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. **This document must be in .PDF format.**

Surety Bond Company Name: *

State Farm Fire and Casualty Company

Commission Start Date: *

This must match the date that is listed on your bond.

01/12/2024

Surety Bond Upload

Upload a Copy of Your Surety Bond - Must be .PDF format *

BONDTEST.pdf



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You will also be required to provide a Certificate of Arkansas Notary Exam Completion. This exam must be completed through [Classmarker](#).

Certificate of Arkansas Notary Exam Completion Upload

The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below.

Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format *

CERTTEST.pdf

[Save Draft](#) [Previous Step](#) [Next Step](#)

You will be required to sign the application electronically. This electronic signature will be a typed signature and will need to match the name on the Applicant Information step and in the Required Documents step.

Secretary of State
John Thurston

test.test@sos.arkansas.gov

[Home](#)
[Search](#)
[Forms](#)
[My Work Queue](#)
[My Records](#)

New Notary Public Application

- ☒ Applicant Information
- ☐ Required Documents
- ☐ Verification
- ☐ Filing Fees
- ☐ Signature**
- ☐ Confirmation
- ☐ File Document

Signature * Date * [Today](#)

☐ I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.*

Please verify the name you list on the signature line matches the name listed in the Applicant Information.

[Save Draft](#) [Previous Step](#) [File Online](#)

After all information has been keyed in and confirmed, you will select the File Online button where you will be redirected to the payment processor in order to pay the \$20 filing fee by debit/credit card.

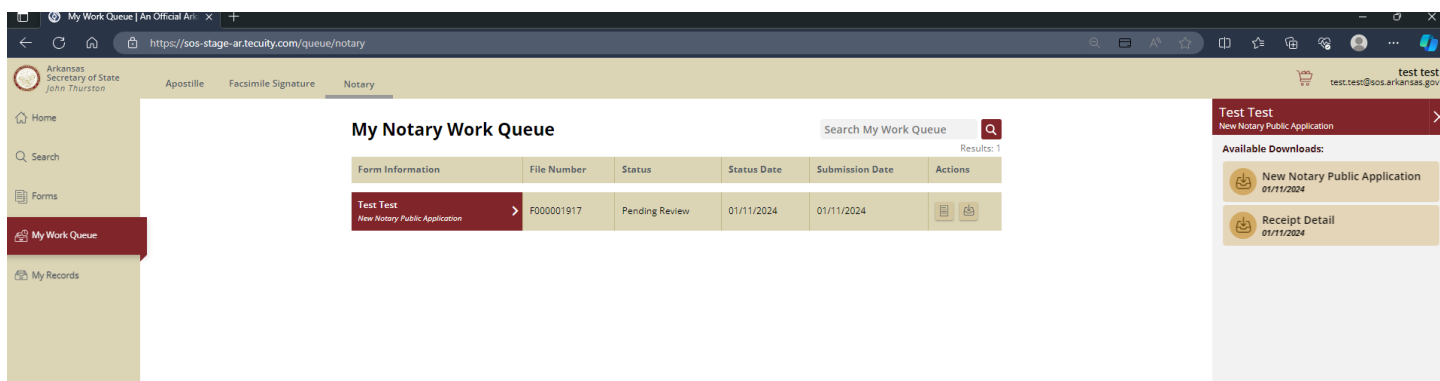
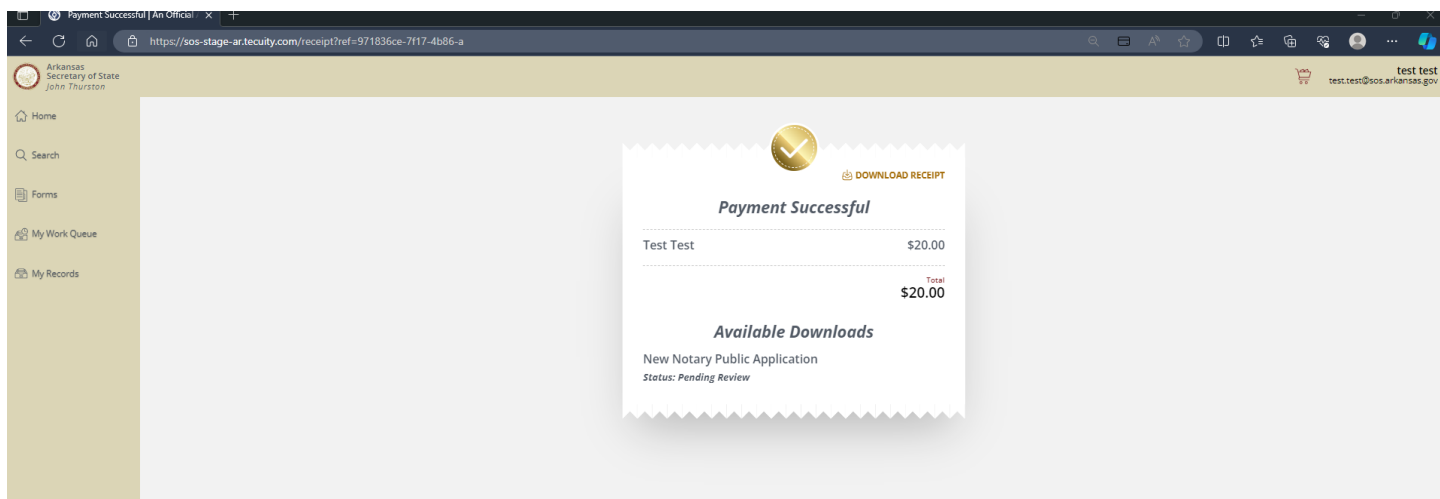
[Save Draft](#) [Previous Step](#) [File Online](#)

New Notary Application (Web Filed)



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After the payment has been submitted, you will have the ability to download the receipt. You will also be able track your filing's status and download relevant documents in the My Work Queue page.



New Notary Application (Web Filed)



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Notary Renewal Application – Web Filed

If a notary record is expired or 60 days from their commission expiring, they would be able to file the Renewal application online.

You can start the process of renewing by searching for your notary record in the public Notary Search, and clicking the File Amendment button.

The screenshot shows the 'Notary Search' web application. The search results table is as follows:

Name	Commencement Date	Commission #	City of Residence	Notary Status
TEST TEST	7/12/2019 12:00 AM	12708043	Little Rock	Good Standing
Test Test	1/12/2024 12:00 AM	20000117	Little Rock	Good Standing

The sidebar on the right shows the 'Test Test' profile with the 'File Amendment' button highlighted in a red box.

In the list of Amendments, the Notary Public Renewal form will need to be selected.

The 'File Amendment' modal window is open, showing three options: 'Notary Public Amendment', 'Notary Public Renewal' (highlighted in yellow), and 'Lost or Stolen Stamp Notification'.



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Provide all of the required information (indicated by a red asterisk (*)) in all sections of the form that are listed on the left of the application.

Notary Public Renewal

Applicant Information

Important Renewal Instructions

The following is the required application in order to **renew** your notary commission in the state of Arkansas.

Please note: Any filing fees paid in the online portal are non-refundable. Any filing that is rejected must be resubmitted and the subsequent filing fee must be paid as well.

Along with completion of this application, you must include the following documents:

- **Copy of the Surety Bond with your new commission dates:** A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. Please provide a copy of the bond, not the application for the bond. You must obtain a Surety Bond for your new commission dates, the old Surety Bond will not suffice.
- **Certificate of Arkansas Notary Exam Completion:** The exam must be completed through [Classmarker](#). The exam must be taken and the certificate provided even if you are renewing your commission.
- **Copy of your Recorded Declaration of Domicile:** This would be applicable if you are not a United States citizen, but you are a permanent resident alien.
- **Copy of a United States Department of Defense DD Form 1173 or a United States Department of Defense DD Form 1173-1:** This would be applicable if you are not an Arkansas resident, and you are a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

[Notary Public Handbook](#)

[Notary Public FAQs](#)

Applicant Information

The name listed on your renewal application must match exactly how the name is listed on your Surety Bond.

First Name * Middle/Initial Last Name * Suffix

Test Test Test

Commission Number:

20000117

Expiration Date:

01/27/2024

You will be required to provide if you are an Arkansas resident. If you are not an Arkansas resident, you must meet the guidelines of the below listed options:

Applicant Residential Address

Enter the address of your residence. No PO Boxes are permitted.

Are you an Arkansas resident? *

☐ Yes, I am an Arkansas resident.

☒ No, I am not an Arkansas resident.

Please select one: *

☐ I am a legal resident of an adjoining state that is employed by or operating a business in Arkansas.

☐ I am a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

Address *

Save Draft Next Step



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If you select that you are not an Arkansas resident, you will be required to provide an Employer/Business address that is required to be an Arkansas address. If you select that you are not an Arkansas resident, you will have other documentation you will be required to provide our office. Please see our [Notary Handbook](#) for more information.

Employer/Business Address
Enter your employers or business address. This must be provided if you are not an Arkansas resident.

Address*

STE/APT/FL

Attention

City* State* ZIP code*

County of Commission:*

This must match the county that is listed on your Surety Bond.

[Select an option]

If there is an error on any part of the form, the form will highlight the section in red and there will be red text which describes the error.

Applicant Mailing Address
Enter your mailing address. If your mailing address is the same as your residential address, click the copy button to the right of the address line, and select your address.

Address*

STE/APT/FL

Attention

City* State* ZIP code*

County of Commission:*

This must match the county that is listed on your Surety Bond.

[Select an option]

Applicant Mailing Address
Enter your mailing address. If your mailing address is the same as your residential address, click the copy button to the right of the address line, and select your address.

Address*

STE/APT/FL

Attention

City* State* ZIP code*

County of Commission:*

This must match the county that is listed on your Surety Bond.

[Select an option]



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If the name provided in the “Applicant Information” step does not match the name provided in the “Required Documents” step, you will receive the following error:

Applicant Name

The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name *

Middle/Initial

Last Name *

Suffix

Test

Test

Applicant Information

Required Documents

Verification

Filing Fees

Signature

Confirmation

Surety Bond

A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law.

Enter your name as it appears on your Surety Bond.

First Name *

Middle/Initial

Last Name *

Suffix

Test

A

Test

It looks like there are some mistakes in the data you've entered. Please review each invalid step before continuing.

The name on your application must match exactly how your name is listed on your Surety Bond. Either correct the name on the application, or you must obtain a rider from the provider of your Surety Bond. In addition to exact spelling, please check for errant punctuation or spaces.

Save Draft

Previous Step

File Online

Renewal Application (Web Filed)

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You will be required to provide a copy of your Surety Bond. A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. **This document must be in .PDF format.**

Surety Bond Upload

Upload a Copy of Your Surety Bond - Must be .PDF format *

BONDTEST.pdf

You will also be required to provide a Certificate of Arkansas Notary Exam Completion. This exam must be completed through [Classmarker](#).

Certificate of Arkansas Notary Exam Completion Upload

The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below.

Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format *

CERTTEST.pdf

[Save Draft](#) [Previous Step](#) [Next Step](#)

You will be required to sign the application electronically. This electronic signature will be a typed signature and will need to match the name on the Applicant Information step and in the Required Documents step.

Signature * **Date ***

[Today](#)

☐ I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.*

Please verify the name you list on the signature line matches the name listed in the Applicant Information.

Applicant Information

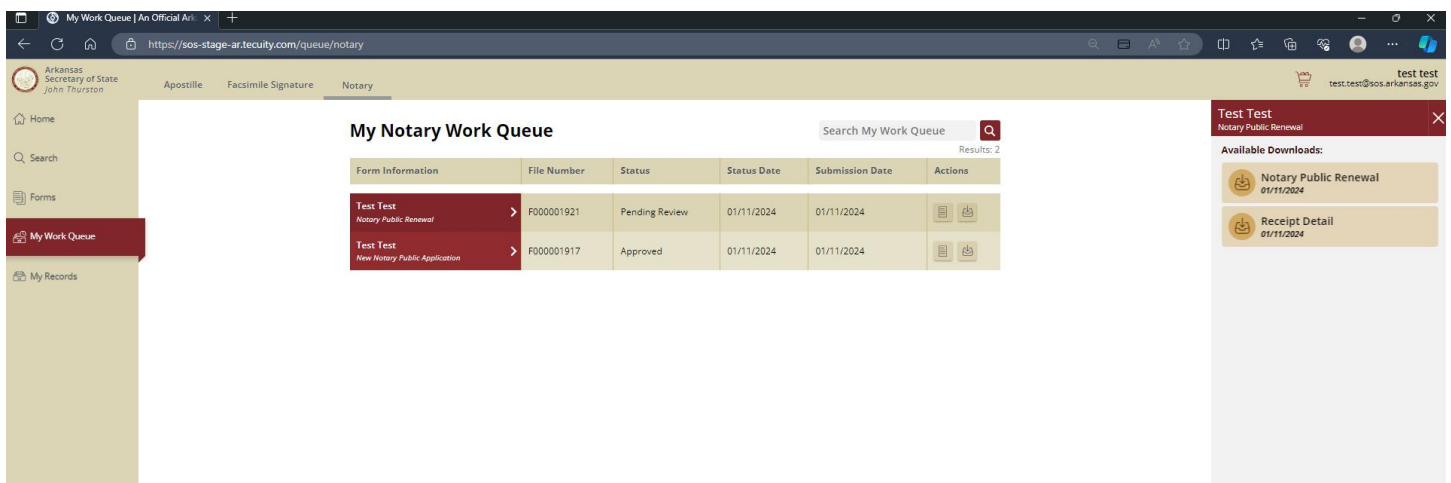
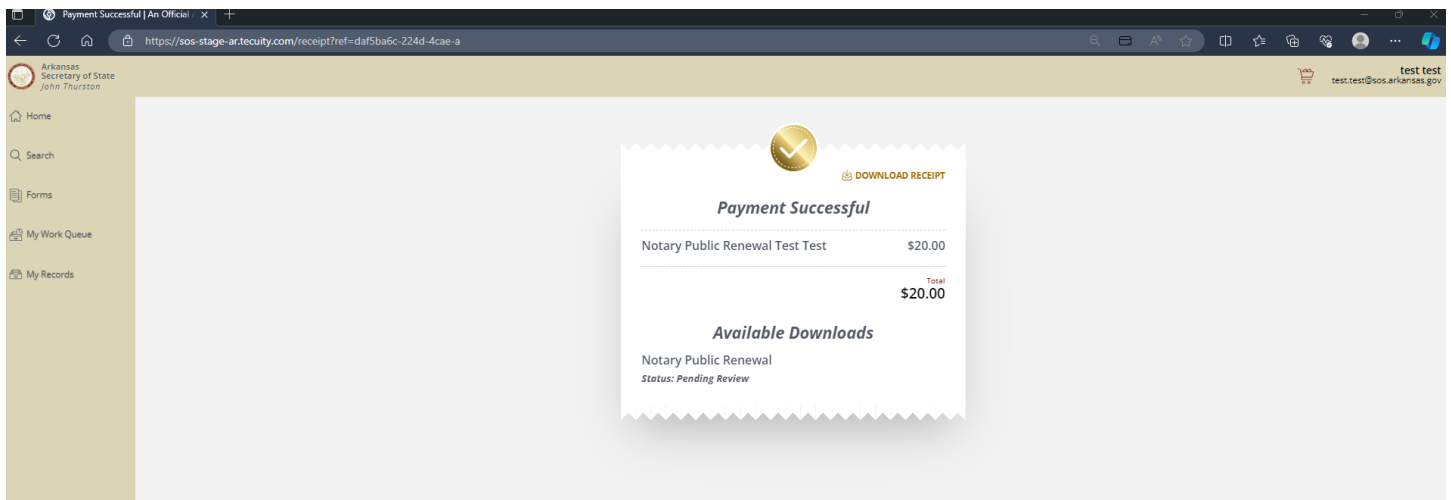
- ☒ Applicant Information
- ☐ Required Documents
- ☐ Verification
- ☐ Filing Fees
- ☒ Signature
- ☐ Confirmation
- ☐ File Document



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After all information has been keyed in and confirmed, you will select the File Online button where you will be redirected to the payment processor in order to pay the \$20 filing fee by debit/credit card.

After the payment has been submitted, you will have the ability to download the receipt. You will also be able track your filing's status and download relevant documents in the My Work Queue page.





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Notary Amendment (Web Filed)

If you are a Notary in Good Standing and you are needing to make an amendment to your address, email address, or phone number, you can do so online in our web portal.

If you need to amend your name as it is on file with our office, this cannot be filed online. You must complete the [paper application](#) and send it along with the certified name change documentation (marriage license, divorce decree, etc).

This can be mailed or dropped off to our office at the following address:

Business and Commercial Services
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201

However, if you are needing to make an amendment to your address, email address, or phone number you can search for your notary record in the public Notary Search and select the File Amendment button.

The screenshot shows the Arkansas Notary Search web portal. The search bar contains 'test test'. The search results table is as follows:

Name	Commencement Date	Commission #	City of Residence	Notary Status
TEST TEST	7/12/2019 12:00 AM	12708043	Little Rock	Good Standing
Test Test	1/12/2024 12:00 AM	20000117	Little Rock	Good Standing



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In the list of Amendments, the Notary Public Amendment form will need to be selected.

The screenshot shows the Arkansas Secretary of State website. The main content area displays "Notary Search" results for "test test". A modal window titled "File Amendment" is open, showing three options: "Notary Public Amendment", "Settle Dishonored Payment", and "eNotary Initial Application". The "Notary Public Amendment" option is selected. The modal text states: "Use this form to update general information (e.g. addresses, email address, phone number). You may NOT use this form to update a Notary Public Name." The "Settle Dishonored Payment" option text states: "Use this form to settle a payment that has been returned by your bank." The "eNotary Initial Application" option text states: "Use this form to apply to perform electronic notarial acts."

If you are needing to amend your Residential or Mailing Address, you will check the box that says "I need to update my address."

The screenshot shows the "Notary Public Amendment" form. The "Notary Information" section is active. The "I need to update my addresses." checkbox is checked. The "Notary Residential Address" section is visible, with fields for Address, STE/APT/FL, Attention, City, State, ZIP code, and County of Commission. The "Notary Mailing Address" section is also visible, with similar fields. The "Save Draft" button is at the bottom left, and the "Next Step" button is at the bottom right.



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If you are an out of state resident needing to update your Employer/Business Address, you will check the box that says "I need to update my Employer/Business Address"

The screenshot shows a web browser window with the URL <https://sos-stage.ar.legis.gov/amend/9468/12708043>. The page is titled "Notary Public Amendment" and features a sidebar with navigation links: Home, Search, Forms, My Work Queue, and My Records. The main content area is divided into sections for "Notary Information" and "Notary Employer/Business Address".

Notary Information

☐ Notary Information
☐ Confirmation
☐ File Document

You the bond or a certified copy of the original bond. You will then submit that documentation with the county clerk in the new county of commission.

You must purchase a new seal of office that reflects the new county of commission (if applicable).
If you have any questions, please contact our office at (501) 682-3409.

Notary Information

First Name: TEST Middle/Initial: Last Name: TEST Suffix:

Commission Number: 12708043

Commission Expiration Date: 07/12/2029

☐ I need to update my addresses.

☒ I need to update my Employer/Business Address (only applicable for nonresidents to Arkansas).

Notary Employer/Business Address
Enter your employers or business address. This must be provided if you are not an Arkansas resident.

Address*: [Redacted]

STE/APT/FL: [Redacted]

Attention: [Redacted]

City*: [Redacted] State*: AR ZIP code*: [Redacted]

County of Commission*: Pulaski

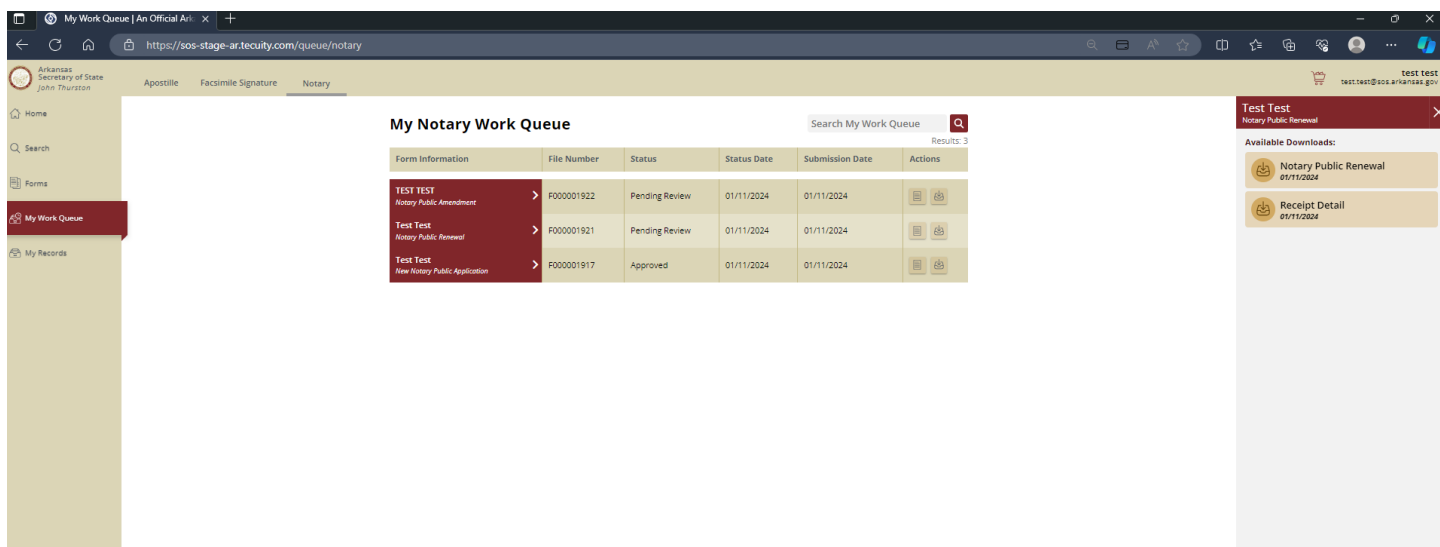
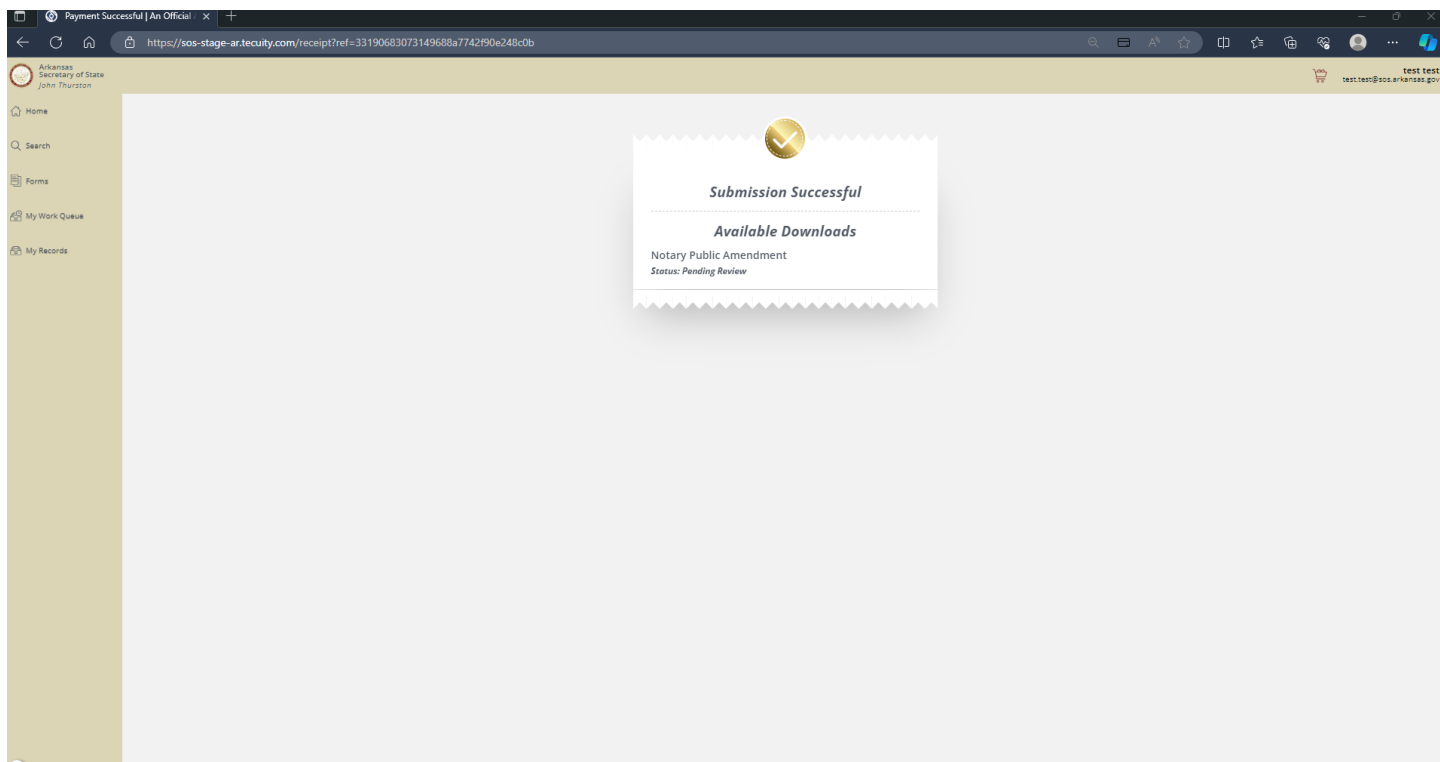
Save Draft Next Step

After all information has been keyed in and confirmed, you will select File Online.



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After the filing has been submitted, you will be able track your filing's status and download relevant documents in the My Work Queue page.



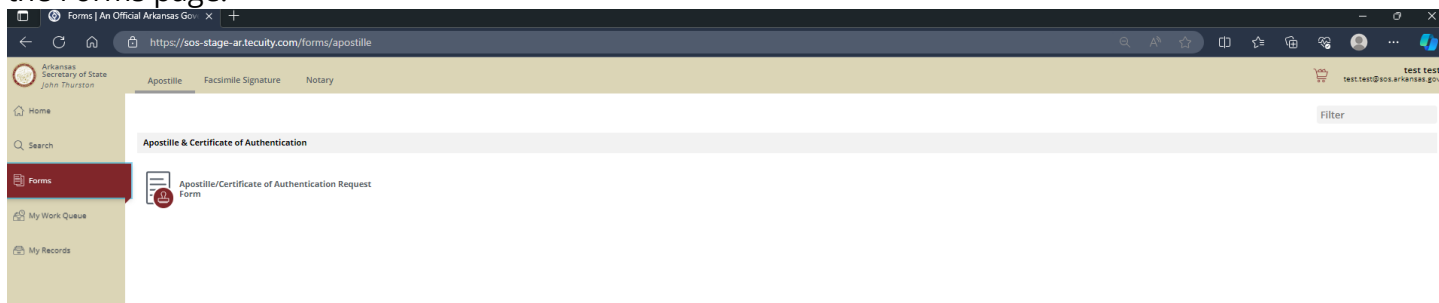
Notary Public Amendment Filings (Web Filed)



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Preparing an Apostille/Certification Filing Online

Select the “Apostille/Certification of Authentication Request Form” that is located in the Apostille tab of the Forms page.



Provide all of the required information (indicated by a red asterisk (*)) in all sections of the form that are listed on the left of the form.

Apostille/Certification of Authentication Request Form

☒ Request Information
☐ Fees
☐ Confirmation
☐ Submit

Important Instructions

The following is the Apostille/Certification of Authentication request form that is required to be provided along with the documents that are being authenticated. There are strict standards for the Apostille/Certification of Authentication process. The Secretary of State's office will not authenticate documents that do not comply with this process.

Please read all instructions in our [Apostille & Certification Brochure](#).

After this online application is submitted, you must send your documents to be authenticated by our office.

The fees for authentication can be paid online with a debit/credit card.

Please note: Any filing fees paid in the online portal are non-refundable. Any filing that is rejected must be resubmitted and the subsequent filing fee must be paid as well.

If you have further questions, you may contact our office at (501) 682-3409.

[Countries/Territories that are party to the Hague Convention](#)
[Affidavit & Acknowledgement Templates](#)

Requestor's Information:
Please enter your name and contact information in the boxes below.

Name: *

Name of Firm/Organization (if applicable):

Address: *

STE/APT/FL

Attention

City: * State: * ZIP code: *

Email Address: *

Save Draft Next Step



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You will be required to provide the country that the documents you are sending into our office will be used in. This will determine whether you are obtaining an Apostille or a Certificate of Authentication.

The screenshot shows the 'Document Information' section of the request form. On the left is a sidebar with 'Forms', 'My Work Queue', and 'My Records'. The main content area has a left-hand navigation menu with 'Fees', 'Confirmation', and 'Submit'. The 'Document Information' section includes a heading, a note about original documents, a dropdown menu for 'What country will your documents be used in?' (currently showing 'Mexico'), and a 'Please affirm the following' section with a radio button selected for 'I affirm this country is a part of the Hague convention and an Apostille will be generated.' Below this is a 'Requested Document Type' section with a list of document types and radio buttons.

Once you have provided the country that the documents will be used in, you will be required to affirm the below statement and provide the requested document type.

This screenshot shows the 'Requested Document Type' section of the form. It lists various document types with radio buttons: Background Check, Birth Certificate, Copies, Death Certificate, Diploma, Divorce Decree, Financial - Personal, Legacy Document, Marriage License, Other, Power of Attorney, Proof of Life, School Transcript, and Single Status Certificate. The 'Other' option is currently selected.

Please provide the return instructions for the documents.

Our office needs to know who is submitting the documents in connection with this request form. If it's another firm or agency other than the individual submitting the request, please provide that information.

We also need to know how our office needs to send the documents back to the requestor. All of the options will be listed on the request form.

This screenshot shows the 'Return Instructions' section of the form. It includes a heading, a note about responsibility for return, and two sections: 'Please indicate who will submit the documents' (with radio buttons for 'I will be submitting the documents' and 'Another individual or agency will be submitting the documents') and 'Delivery Instructions' (with radio buttons for 'A postage-paid, pre-addressed return envelope or shipping label will be included with the documents', 'A pre-paid shipping label has been sent to corprequest@sos.arkansas.gov', 'The Secretary of State's office can send back my documents by standard mail.', and 'Documents will be picked up. Notify me by phone or email when the documents are ready.'). At the bottom are 'Save Draft' and 'Next Step' buttons.



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IMPORTANT!! - After you have confirmed the information and are to the submit page, you have the option to pay the fees for the request online using a debit/credit card.

PLEASE NOTE! – Any filing fees paid in the online portal are non-refundable. Any filing that is rejected by our office must be resubmitted and the subsequent filing fee must be paid again.

If you are paying for the filing online with a credit/debit card, choose that option, AND click “Pay Online, then Print and Mail” as shown below.

The screenshot shows the 'Apostille/Certificate of Authentication Request Form' on the Arkansas Secretary of State's website. The form is titled 'Apostille/Certificate of Authentication Request Form' and includes a sidebar with navigation links: Home, Search, Forms (selected), My Work Queue, and My Records. The main content area is divided into sections: 'Request Information', 'Fees', 'Confirmation', and 'Submit'. The 'Payment Method' section is highlighted, showing two options: 'Pay online (click pay, then print and mail below)' (selected) and 'Send in a check or money order with the application'. Below this, a 'Please note' section states that filing fees paid online are non-refundable. The 'Print and Mail' section is also highlighted, providing instructions on how to submit documents and a pre-paid return envelope. The 'Verification' section at the bottom contains two checkboxes: 'I have read and agree to the terms of this online submission.' and 'I understand it is my responsibility to send my documents to the Secretary of State's office.' The form includes a 'Save Draft' button and a 'Print and Mail' button.

You also have the option to send in a check or money order with the request form and the documents that are sent to our office.

Once you have verified all of the information is correct and are ready to submit, select Print and Mail at the bottom of the page.



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After you have submitted the request form online, in order to complete your request, you need to complete the following steps.

You will need to print off the Request Form. This can be downloaded from your Work Queue.

Form Information	File Number	Status	Status Date	Submission Date	Reference	Actions
Test Test Apostille/Certificate of Authentication Request Form	10119	Pending Print And Mail	01/12/2024	01/12/2024		

You will need to send your Request Form and your documents to be authenticated to our office. We would recommend that you send it by expedited shipping through FedEx or UPS. You may also mail the documents by USPS or you may drop them off to our office.

You will need to send them to the address below:

Arkansas Secretary of State
Business and Commercial Services
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201

A pre-paid return envelope or shipping label may be provided with the documents that are submitted to our office. You may also email a pre-paid shipping label to our office at corprequest@sos.arkansas.gov.

If there is no return envelope or pre-paid shipping label provided, the Secretary of State's office will return the documents via standard mail to the provided mailing address. There will be no tracking or delivery status provided after it has left our office if it is sent in this manner. Our office is not responsible for lost documents.

You can track the status of your request in your Work Queue. If the documents are approved or rejected, you will receive email notification of that status.