



5 Easy Steps

Thank you for choosing our services. If you have any questions or need help completing the order form contact our customer service helpline Monday - Friday, 9am to 5pm EST toll free in Canada/USA

1-800-336-1132 or 613-226-1001

Before sending or dropping off your document first Verify with us by email or using our customer service helpline that it is ready to be processed, this will save any delays.

Once verified decide on Service Speeds and whether you are going to provide the money order for payment of the Embassy Fee or if you want us to get it for you.

Decide how you want your Document returned Canada Post regular mail is free of charge and so is pick up at any of our service centers. If using your own courier, simply include an addressed prepaid shipping waybill or an addressed prepaid Canada Post Xpresspost envelope. We can also return it using our FedEx account, or if you are in Canada by Xpresspost, charges will apply.

Choose your Payment Method We accept payment by Visa, MasterCard (credit cards only), corporate cheque or money order payable to "Auth. Legz. Services Canada". Remember to enclose payment before shipping or if paying by credit card that you have completed the Credit Card Authorization Form. Our detailed invoice and receipt will be provided once your order is completed.

Complete and Print Order Form To help us with the quick processing of your document please complete each section clearly. To help you we have created an Adobe PDF Order Form that you can complete and print, or complete by hand. If you do not include an order form it will cause delays.

All documents are processed at our National Headquarters in Ottawa

Send your document, Order Form, payment & any embassy requirements:

Authentication Legalization Services Canada
Suite 400 – 1390 Prince of Wales Drive; Ottawa Ontario Canada K2C 3N6
Tel: (613) 226-1001; Contact name: P. Croome

Or Drop off at one of our Service Centers by appointment, once confirmed:

Halifax – Suite 1301, 1959 Upper Water St Tower 1; Halifax NS B3J 3N2
Montreal – Suite 2901, 1 Place Ville Marie; Montreal QC H3B 0E9
Toronto – 56th Floor, 100 King St West; Toronto ON M5X 1C9
Winnipeg – 18th Floor, 201 Portage Ave; Winnipeg MB R3B 3K6
Regina – 7th Floor, 2010 11th Ave; Regina SK S4P 0J3
Calgary – Suite 3300, Bow Valley Sq 2, 205 – 5th Ave SW; Calgary AB T2P 2V7
Edmonton – Suite 2020, 10060 Jasper Ave Tower 1; Edmonton AB T5J 3R8
Vancouver – Suite 1000, 355 Burrard St; Vancouver BC V6C 2G8
Victoria – Suite 301, 1321 Blanshard St; Victoria BC V8W 0B6

When sending your documents always consider using a traceable courier service. Another alternative, if in Canada, is a prepaid Canada Post Xpresspost or Priority Courier Envelope available at Canada Post.



Order Form

Date: _____

Name	
Company (if applicable)	
Billing Address	
Phone	
Email	
Shipping Address - if different from billing address (Phone number required)	

Document(s): for more than one document please describe each one.

Number of Document(s)		Country Document(s) will be used in	
Type of Document(s)			
Purpose of Legalization			

Fees are payable in Canadian dollars unless stated. For Canadian residents service fees are tax applicable at your provincial GST/HST tax rate, except embassy fees. For customers with an international billing address No Tax is applied.

Write/insert the amount in the last column.

Authentication Service: Economy (10 business days) – up to 10 documents	\$100	
Standard (3 business days) – 1 st document	\$125	
Priority (same day) – 1 st document	\$175	
Additional Documents – only for Priority & Standard Service	\$25 each	
Legalization Service: Embassy in Ottawa – 1 st document	\$125	
Any other Embassy in Canada – 1 st document	\$175	
Additional Documents	\$25 each	
Transaction Charge if we provide the money order for the embassy fee	\$35	
Other Services - certified copy, translation, email scan copy, FedEx, Xpresspost		
Taxable total		
Canadian Customers Provincial GST/HST tax rate, International Customers No tax applied		
Embassy Fee only if we are paying it for you		
Total		

Return my documents: check off or add details

Standard Canada Post free of charge

Prepaid Canada Post Xpresspost or Courier

Service Center _____

ALSC FedEx account or Xpresspost account

--

By signing I agree to the above services being performed on my behalf.

Signature

170126



Credit Card Authorization Form

For services provided by:

Authentication Legalization Services Canada Inc.
Suite 400 – 1390 Prince of Wales Drive
Ottawa Ontario K2C 3N6 Canada
Tel: (613) 226-1001

Payment may be made by Visa, MasterCard (credit card only), Corporate Cheque or Canadian Money Order.

Name (as it appears on card)	
Today's date	
Type of credit card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Credit card number	
Expiration date	
Security number (3 or 4 digits on back of card)	

I, _____, give authorization to Authentication Legalization Services Canada Inc. to charge my credit card account as above for the following payments.

Fill in payment amounts below, for credit card authorization, using the same information as the first page:

Authentication Service: Economy (10 business days) – up to 10 documents	\$100	
Standard (3 business days) – 1 st document	\$125	
Priority (same day) – 1 st document	\$175	
Additional Documents – only for Priority & Standard Service	\$25 each	
Legalization Service: Embassy in Ottawa – 1 st document	\$125	
Any other Embassy in Canada – 1 st document	\$175	
Additional Documents	\$25 each	
Transaction Charge if we provide the money order for the embassy fee	\$35	
Other Services - certified copy, translation, email scan copy, FedEx, Xpresspost		
Taxable total		
Canadian Customers Provincial GST/HST tax rate, International Customers no tax		
Embassy Fee only if we are paying it for you		
Total		

By signing the cardholder acknowledges approval of services described above in the total amount shown and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

Signature of Cardholder _____

170126

Other Notes: