



## 5 Easy Steps

Thank you for choosing our services. If you have any questions please contact our customer service helpline Monday to Friday, 9am to 5pm ET toll free in Canada/USA **1-800-336-1132** or **613-226-1001**.

**Before sending or dropping off your document first Verify** with us at ALSC by email or using our customer service helpline that it is ready for processing, 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 obtain this for you. Make sure you have included any embassy requirements as advised by us at ALSC.

**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. Or include an self addressed prepaid return courier waybill, prepaid Canada Post Xpresspost envelope, or confirm that you have chosen our return shipping services.

**Choose your Payment Method** We accept payment by Visa, MasterCard (credit cards only), e-Transfer, PayPal, corporate cheque or money order payable to "Auth. Legz. Services Canada". Remember to enclose payment before shipping or that you have included the Credit Card Authorization Form.

**Complete and Print Order Form** To help us with the processing of your document please complete each section of the Order Form clearly. 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 by our Headquarters**

**Victoria** – Suite 301, 1321 Blanshard St; Victoria BC V8W 0B6

**Vancouver** – Suite 1000, 355 Burrard St; Vancouver BC V6C 2G8

**Surrey** – Suite 200, 7404 King George Blvd; Surrey BC V3W 1N6

**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

**Regina** – 7th Floor; 2010 11<sup>th</sup> Ave; Regina SK S4P 0J3

**Winnipeg** – 18th Floor, 201 Portage Ave; Winnipeg MB R3B 3K6

**Toronto** – 56th Floor, 100 King St West; Toronto ON M5X 1C9

**North York** – Suite 200; 5700 Yonge St; North York ON M2M 4K2

**Mississauga** – Suite 1400, 90 Burnhamthorpe Rd W; Mississauga ON L5B 5C3

**Montreal** – Suite 1100, 1200 McGill College Ave; Montreal QC H3B 4G7

**Halifax** – Suite 1301, 1959 Upper Water St Tower 1; Halifax NS B3J 3N2

If 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 <sup>st</sup> document	\$125	
Priority (same day) – 1 <sup>st</sup> document	\$175	
Additional Documents – only for Priority & Standard Service	\$25 each	
Legalization Service: Embassy in Ottawa – 1 <sup>st</sup> document	\$125	
Any other Embassy in Canada – 1 <sup>st</sup> document	\$175	
Additional Documents	\$25 each	
Transaction Charge if we provide the money order for the embassy fee	\$10	
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

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

Signature

180601



# 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 cards only), e-Transfer, PayPal, corporate cheque or money order payable to “Auth. Legz. Services Canada”.

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 <sup>st</sup> document	\$125	
Priority (same day) – 1 <sup>st</sup> document	\$175	
Additional Documents – only for Priority & Standard Service	\$25 each	
Legalization Service: Embassy in Ottawa – 1 <sup>st</sup> document	\$125	
Any other Embassy in Canada – 1 <sup>st</sup> document	\$175	
Additional Documents	\$25 each	
Transaction Charge if we provide the money order for the embassy fee	\$10	
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 issue.

Signature of Cardholder

180601

Other Notes: