

**Jefferson County Clerk's
Office – Metro Hall**
527 W. Jefferson St.
Room 100A
Louisville, KY 40202
502-574-5700

Request for Notary Certification

Number of documents enclosed needing certification: _____

Total amount enclosed (\$5.00 per Certification): _____

Checks should be made payable to the Jefferson County Clerk.

Requesters Contact Information:

Name (please print)

Mailing Address

City State Zip Code

Phone Number

Additional Instructions:

Jefferson County Clerk's Office - enclosed, you will find certified translations (one or more as indicated above), prepared by RushTranslate, that were notarized in Jefferson County. Please certify each notarization and insert the original documents with notary certifications into the envelope addressed to the Secretary of State. That envelope should already contain the apostille request form and payment to the Kentucky State Treasurer and be stamped and addressed.

If there are any questions, please contact me at the phone number above.

You must enclose the document(s) with this request.