Questions, answered.

Notarization, apostille and legalization for corporate teams. Each section starts with the problem and how we solve it, then answers the questions we hear most.

01 Getting started

THE PROBLEM

Legalization orders bounce between vendors, inboxes and offices.

HOW WE HELP

One intake, one portal, one team from start to finish.

How do we start working with you?	Complete our company intake. We set up your private client portal, and your team sends every order from there.
Do you work with companies outside Pennsylvania?	Yes. We coordinate orders for companies in all 50 states.
Do we need to be in Philadelphia?	No. Ship your documents to us, or have them notarized remotely or by a travel notary.
When do we pay?	Payment is collected once we receive your documents.
Which documents can you handle?	FDA and federal documents, corporate documents, affidavits, price lists, amendments and powers of attorney, among others.
Can we save our return address?	Yes. Your company address is saved in your portal, and you can add a different one for any order.

02 Notarization

THE PROBLEM

Signers are spread across offices, states and calendars.

HOW WE HELP

We bring the notary to your signers, or your signers to us online.

Can we send documents that are already notarized?	Yes. Your team can notarize locally and send the documents to our firm.
Our signers are in different states. Is that a problem?	No. We dispatch a travel notary, or signers meet our notary by remote online notarization.
What is a travel notary?	A notary we dispatch to your office, lab or site to meet signers in person.
How does remote online notarization work?	Signers meet our commissioned notary by secure video and sign electronically, from anywhere.
What do signers need?	A valid, unexpired photo ID.
Can one order have several signers?	Yes. Add each signer to the same order.

03 Apostille or legalization

THE PROBLEM

Every country has its own rules. The wrong route means a rejected document.

HOW WE HELP

We confirm the right route before anything is filed.

What is the difference?	Hague Convention countries accept an apostille. Other countries need full legalization: state and federal authentication, any chamber stamp, then embassy legalization.
How do we know which one we need?	Tell us the destination country. We confirm the route and send your quote.
Do you handle federal authentication?	Yes. We walk non-Hague orders in for federal authentication.
What is a county certification?	Documents from Tennessee, New York, Georgia, Alabama and Maryland need a county certification. It is $75 plus $25 per document.
When is an Arab Chamber of Commerce stamp needed?	Only when the destination country requires it. It is $55, and we coordinate it.
Do you coordinate with the embassy?	Yes. Embassy legalization is part of our full-service legalization.

04 Timing and tracking

THE PROBLEM

Mail-in takes 1–2 weeks for state processing and 3–5 weeks for federal, with no updates.

HOW WE HELP

We walk your order in, expedite it, and show you every stage.

Why is your service faster?	We walk in and expedite your order at the Secretary of State instead of mailing it.
Is faster service available?	Further expedited service may be available. Ask when you place your order.
How do we follow our order?	Each order has a tracker in your portal, from documents received to shipped.
Will we see an estimated completion date?	Yes. Your tracker shows the estimated completion and a projected timeline for each stage.
How do we know it shipped?	You get a courier drop-off confirmation with the tracking number.
Do we have to chase updates?	No. Your portal shows the current stage at any time.

05 Pricing and shipping

THE PROBLEM

Separate vendors mean separate fees and surprise invoices.

HOW WE HELP

All-in pricing, with add-ons listed up front.

What does full-service legalization include?	Government and state fees, expedited processing, hand courier service, scans and return shipping. $575 for the first document, +$275 each additional.
What does the apostille service include?	Expedited service and the state fee. $375 for the first document, +$175 each additional.
Are embassy fees included?	No. Embassy fees are charged by the embassy and billed at cost.
Is return shipping included?	Yes, with full-service legalization. International shipping varies by destination.
Which couriers do you use?	DHL, FedEx or UPS.
Do we get copies?	Yes. Scans of your completed documents are included with full-service legalization.

06 Support

THE PROBLEM

Your team loses hours following up across offices.

HOW WE HELP

One team that answers, 24/7.

How do we reach you?	Email contact@philanotary.com or call 215-892-2680. Our support is available 24/7.
Who is our point of contact?	One team handles your order from the first upload to delivery.

Still have questions?
Our team is here 24/7.

contact@philanotary.com · 215-892-2680
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