

Do-It-Yourself Guide

We understand that some clients prefer to process their documents on their own.

www.fbiapostilleservices.com

Obtaining an apostille for your FBI background check on your own **is not very difficult**, but it can be a **long and time-consuming** process.

You can **mail** your background check directly to the U.S. Department of State in Washington D.C., or go **in-person**.

By-mail

Step 1.- Complete [Form DS-4194](#) to obtain an apostille from the U.S. Department of State (USDOS)

Step 2.- Send by mail your request directly to the USDOS:

U.S. Department of State
Office of Authentications
44132 Mercure Cir,
PO Box 1206
Sterling, VA 20166

Make sure to include:

- Completed Form DS-4194
- Money order for \$8
- A self-addressed, prepaid envelope for return of your document

The **average processing time** for mail-in requests is **17 business days**.

Start counting from the day the U.S. Department of State mailroom receives your apostille order.

In-person

Step 1.- Complete [Form DS-4194](#) to obtain an apostille from the U.S. Department of State (USDOS)

Step 2.- Send by mail your request directly to the USDOS:

U.S. Department of State
Office of Authentications
600 19th St NW
Washington, DC 20006
Open from 7:00 a.m. to 9:00 a.m.

Make sure to include:

- Completed Form DS-4194
- Money order for \$8

The **processing time** for walk-in requests is **5 business days**.

You will **need to return in person** to pick up your apostilled documents.

IMPORTANT TIPS

- Make sure you **fill out the forms correctly**. Failure to do so will result in your order being **rejected** and documents being **returned without processing**.
- The **processing fee** will be charged **regardless** of whether you receive an apostille or your order is **rejected**.
- Make **money order payable to** "U.S. Department of State"

Do not worry...if you get frustrated, we will always be here for you. **Order our professional service at www.fbiapostilleservices.com** and receive your reports back in **five business days**.

HAVE A QUESTION?

Do not worry...if you get frustrated, we will always be here for you.

You can **order our professional service at www.fbiapostilleservices.com** and receive your reports back in **5 business days**.

You can also contact us:

- **Call us: (+1) 212-495-9323**
- **Email us: luis@fbiapostilleservices.com**
- **Whatsapp: (+1) 347-820-3611**