

**Jefferson County Clerk's  
Office – Metro Hall**  
527 W. Jefferson St.  
Room 100A  
Louisville, KY 40203  
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.**