



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 (info@alscanada.ca) 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, if required. Make sure you have included any embassy requirements as advised by us at ALSC.

Decide how you want your Document shipped back Canada Post regular mail is free of charge and so is pick up at any of our service centers. Or include a self addressed prepaid return courier waybill, prepaid Canada Post Xpresspost envelope, or confirm that you have chosen our shipping services.

Choose your Payment Method Our services can be paid securely online using MasterCard & Visa Credit Card, Discovery, ApplePay, PayPal, or Interac e-Transfer once your document has been received by us or include a Corporate Cheque or Money Order to "Auth. Legz. Services Canada" when sending to us.

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 11th 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

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

Payment method: Credit Card MasterCard/Visa/Discovery/Apple Pay PayPal Interac e-Transfer
 Enclosed Corporate Cheque or Money Order to "Auth. Legz. Services Canada"

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

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

Signature

191128

Authentication Legalization Services Canada
 Suite 400 - 1390 Prince of Wales Dr.
 Ottawa ON Canada K2C 3N6

www.ALSCanada.ca
 info@alscanada.ca

Tel: 613-226-1001
 1-800-336-1132
 Fax: 613-226-7402