

COVER LETTER

TO: CONSULATE GENERAL OF GUATEMALA IN DENVER, COLORADO
REF: DOCUMENT AUTHENTICATION

Company: **Contact name:**
TELEPHONE NUMBER:

I am including number of documents document/documents to be
authenticated for _____ purposes in Guatemala.

Included is a USPS Express Mail / USPS Priority Mail /
USPS Regular Mail envelope, and a money order for \$ _____ .

I understand that the fee is \$10.00 per document and that if I do not
include the proper amount, my documents will not be processed.

I understand that it regularly takes from 24 to 48 hours to get my
documents authenticated *(not including the time the courier I am using takes to send my
documents back)* and that **this time may change without prior notice.**

I understand that if I send an USPS prepaid envelope it contains the
correct postage in the correct envelope. Otherwise I will not receive my
documents back.

It is my full responsibility to have the corresponding tracking numbers
for the packages I send and the ones I am supposed to receive back.

Signature

Date