



## Document Authentication Instructions

Please follow the following instructions and send all required documents listed below:

### **Notarize your documents**

All non-government issued documents must be notarized by a local notary public, including power of attorney, diplomas, teaching certificates, criminal background reports, single status affidavit, etc.

**Note:** birth, marriage, and death certificates, as well as FBI reports do not require notarization.

### **Authentication by County (AL, GA, HI, KY, MD, NY and TN only)**

Documents notarized in AL, GA, HI, KY, MD, NY, and TN must be authenticated by the county before being sent to CVSC. County authentication can be obtained from a circuit clerk, circuit court, county clerk, probate judge, or superior court clerk. CVSC can provide county authentication service.

### **Get your documents certified by the Secretary of State's office**

All documents must be certified by the Secretary of State's office in the state where the document was issued. The Secretary of State's office will certify your documents for a fee.

CVSC can also assist you with this process for a fee.

### **Get your documents authenticated by the US Department of State**

Documents issued in certain states must also be authenticated by the US Department of State after certification by the local Secretary of State's office. These states include *Washington DC, Delaware, Idaho, Kentucky, Maryland, Montana, Nebraska, North Carolina, North Dakota, South Carolina, South Dakota, Tennessee, Utah, Virginia, West Virginia and Wyoming*. This includes Federal documents such as FBI background checks.

CVSC can also help with this process for a fee.

### **Get your documents authenticated by the Chinese Embassy/ Consulates**

After certification by the Secretary of State's office and/or the US Department of State, your documents will be authenticated by the Chinese Embassy/Consulate that holds consular jurisdiction over the state where the document is certified.

### **Photocopy of your passport**

You must send a photocopy of the applicant's passport. If you are authenticating a commercial or business document, you must send a copy of the company's legal person's passport (this person must be listed in the company's Articles of Incorporation).

### **Application Form for Authentication or Notarization**

Fill out the [Application Form for Authentication or Notarization](#). A copy of this form is attached to this application kit for your convenience.

### **Supporting documents**

The Chinese Embassy/Consulates may request additional supporting documents, which is usually handled on a case-by-case basis. For example, if the authenticated documents have to do with property transfer, you must provide a copy of the property's deed. If and when additional documents are required, CVSC will contact you regarding such request.



## Document Authentication Instructions

### CVSC Order Form

Fill out the attached CVSC **Document Authentication Order Form**. You must include payment information and provide an email address and a day-time phone number where you can be easily reached.

#### Processing Fees:

Chinese Embassy Fees	
For civil documents*	\$25 per document
For property or commercial documents	\$50 per document
Express surcharge (2-3 day processing, if available)	\$25 per document
Rush surcharge (1-2 day processing, if available)	\$37 per document
US Government Fees	
Secretary of State Fees	Varies by state
US Department of State Fee	\$8 per document
CVSC Service Fees	
For Chinese Embassy/Consulate authentication	\$99 for 1st document \$69 for each additional doc. (per CVSC location)
Express surcharge (2-3 day processing, if available)	\$25 per document
Rush surcharge (1-2 day processing, if available)	\$45 per document
US Secretary of State Service (optional)	\$50 per document plus shipping
US Department of State Service (optional)	\$60 per document

*\*Common civil documents include: diplomas, criminal background reports, teaching certificates, birth certificates, marriage certificates, and notarized ID copies.*

#### Payment Method:

Processing fees are paid by credit card only. The total charges include all government fees, CVSC service fees, consular processing fee, and shipping fees. Government fees and CVSC service fees are listed above, and shipping fees are \$37 via FedEx overnight delivery (domestic) or \$90 for FedEx International. All government payments are subject to 6.9% processing fee.



## **AUTHENTICATION ORDERS**

### **SHIPPING DETAILS**

Your documents must be sent to CVSC via a secure and traceable courier such as FedEx, UPS, or USPS Express Mail or Certified Mail. We DO NOT recommend sending important/sensitive document through regular mail.

**Mail all China authentication orders to:**

CVSC - Authentications  
4301 Connecticut Ave. NW, Ste 250  
Washington, DC 20008





# Document Authentication

Order Form

1-800-799-6560

www.mychinavisa.com

## DOCUMENT INFORMATION

Need Documents Back By

Expedite My Application with  Standard Service  Express Service  Rush Service

Type of Documents  Commercial  Civil

Total Number of Documents

## MAIN CONTACT INFORMATION (Whom do we contact for this order?)

Name  Phone Number  Email

## SERVICE REQUESTED

Chinese Embassy Authentication Yes  No

US Department of State Authentication Yes  No

Secretary of State Certification Yes  No

## DOCUMENT RETURN METHOD

Ship documents to the address below

Pick up at CVSC office

Name  Phone Number

Address

Address

City/State /Zip  Country

### Choose a FedEx service:

- \$37 FedEx Overnight
- \$50 FedEx to HI, AK, & PR
- \$65 FedEx Saturday
- \$90 FedEx International
- \$85 FedEx 1st Overnight

### Delivery Option (residential only):

- Deliver Without Signature
- Signature Required \$5

The above address is  Business  Residential

## PAYMENT METHOD All government fees subject to 6.9% processing fee

Card Number  Exp. Date  Name on Card

Billing Address  Signature

By signing above, you agree to abide by our Terms and Conditions as outlined at [www.mychinavisa.com/terms](http://www.mychinavisa.com/terms).

FOR OFFICE USE ONLY:	
SOS	_____
State fee	_____ x _____ (# of docs) = _____
FedEx \$37	x _____ (# of shipments) = _____
USDS \$8	x _____ (# of docs) = _____
Consulate fees	_____ x _____ (# of docs) = _____
Service fees	_____
Return shipping	_____ Total = _____



5、提交材料及申办认证书的份数 Supporting documents and Copies of Legalization					
提交材料 Supporting documents				份数 Copies	
<b>6、办理时间 Processing time</b> 注：加急服务须经领事官员批准，并将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply.				<input type="checkbox"/> 普通 Regular service <input type="checkbox"/> 加急 Express service	
7、代办人 Agent					
代办人姓名 Name of agent		性别 Gender		国籍 Nationality	
身份证件种类 Type of ID		身份证件号码 Number of ID		职业 Occupation	
与申请人的关系 Relationship with the applicant			联系地址 Address		
联系电话 Phone number			电子邮箱 E-mail address		
8、申请人/代办人声明 Declaration of the Applicant/Agent					
<p>我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。            I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.</p> <p>★ 申请人签名：_____ 日期：_____</p> <p>Signature of applicant: _____ Date (yyyy-mm-dd): _____</p> <p>★ 代办人签名：_____ 日期：_____</p> <p>Signature of agent: _____ Date (yyyy-mm-dd): _____</p>					
<p>我声明，我已阅读并理解以下内容：            领事认证是指领事认证机构根据自然人、法人或者其他组织的申请，对国外有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能，不对文书内容本身的真实性、合法性负责，文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。            I hereby declare that I have read and understood the content below:            The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of certifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents's content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed.</p> <p>★ 申请人签名：_____ 日期：_____</p> <p>Signature of applicant: _____ Date (yyyy-mm-dd): _____</p>					
以下项目仅供领事官员填写 (For Official Use Only) :					
接案人、接案日期：		签署人、签署日期：		复核人（如有）、复核日期：	