



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.

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 = _____

中华人民共和国驻外使领馆领事认证申请表

Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China

★申请人须如实、完整、清楚地填写本表格，请逐项在空白处用中文或英文大写字母打印体填写，或在□内打√选择。The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select.

1、个人申请 Applicant (For Individual Use Only)					
姓名 Name		性别 Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	出生地点 Place of birth	
出生日期 Date of birth (yyyy-mm-dd)		国籍 Nationality		职业 Occupation	
身份证件种类 Type of ID		身份证件号码 Number of ID			
工作机构或学校名称 Name of employer/school		工作机构或学校地址 Address of employer/school			
家庭住址 Home address		电子邮箱 E-mail address			
住宅电话 Home phone number		手机 Mobile phone number			
2、企业及其他组织申请 Applicant (For Company/Organization Use Only)					
企业或其他组织名称 Name of company/organization					
联系地址 Address				电话 Phone Number	
法定代表人信息 Legal Representative of company/organization	姓名 Name		出生日期 Date of birth (yyyy-mm-dd)		
	证件种类 Type of ID		证件号码 Number of ID		
3、公证书或其他证明文书证明的事项 Matters certified by the notarial deeds or other certificates					
<input type="checkbox"/> 出生证 Birth certificate; <input type="checkbox"/> 结婚证 Marriage certificate; <input type="checkbox"/> 无犯罪记录证明 Certificate of non-criminal record; <input type="checkbox"/> 健康证明 Health certificate; <input type="checkbox"/> 学历证明 Diploma; <input type="checkbox"/> 委托书 Authorization letter; <input type="checkbox"/> 声明书 Statement; <input type="checkbox"/> 商业文件 Business documents; <input type="checkbox"/> 其他 (请注明) Other (please specify) : <input type="checkbox"/> <u>Teaching certificate (TEFL/TE SOL)</u>					
4、认证办理目的和文书使用地点 Purpose and Destination of Legalization					
办理目的 Purpose of legalization:					
<input type="checkbox"/> 婚姻 Marriage; <input type="checkbox"/> 寄养 Fosterage; <input type="checkbox"/> 房产 Real estate; <input type="checkbox"/> 诉讼 Litigation; <input type="checkbox"/> 签证 Visa; <input type="checkbox"/> 领养 Adoption; <input type="checkbox"/> 商务贸易 Business and trade; <input type="checkbox"/> 其他 (请注明) Others (please specify):					

