STEP III: Authentication (Apostille)
$8 as of May 1, 2014

Office of Authentications

The U.S. Department of State issues both Authentication Certificates and Apostilles. The determination of which certificate is issued is based on the country in which the document will be used. Authentication Certificates are issued for documents which are destined for use in countries that are not parties to the Hague Apostille Convention, and Apostille Certificates are issued for documents destined for use in countries that are.

In accordance with 22 CFR, Part 131, the Office of Authentications provides signed certificates of authenticity for a variety of documents to individuals, institutions, and government agencies. Examples of documents that may require authentication for use abroad may include, but are not limited to, company bylaws, powers of attorney, trademarks, diplomas, treaties, warrants, extraditions, agreements, certificates of good standing, and courier letters.

Authentication Certificate Requirements

For detailed information on Authentication Services including document requirements, submitting documents, and service fees, please visit:

- Authentication Certification Requirements
- Requesting Authentication Services
- Authentication Services Fees

Apostille Requirements

For the more information on the requirements for the issuance of Apostilles, please click here.
Requesting Authentication Services

The U.S. Department of State Office of Authentications accepts requests via the following:

- Mail
- Walk-in Counter
- Appointments

To learn more about authentication services fees and acceptable payment methods, skip to:

- Fees

Mail Authentication Services

When requesting Mail Authentication Services, please be sure to include the following:

1. A completed Request of Authentication Service DS-4194 form – Be sure to specify the document's country of use in Section 4
2. Documents
3. Fees
4. A self-addressed prepaid envelope

Mail your complete packet to the following address:

Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
1st Floor
1150 Passport Services PL
Dulles, VA 20189-1150
U.S. Department of State

REQUEST FOR AUTHENTICATIONS SERVICE

SECTION 1: CUSTOMER CONTACT INFORMATION

Name (Last, First, Mi)  Suffix/Prefix  E-mail

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Extension</th>
<th>Cell Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone</td>
<td>Extension</td>
<td>Case Type (If Federal Agency Must Be Official Business)</td>
<td>Specify</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Formal Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td></td>
</tr>
<tr>
<td>Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>ZIP Code</td>
</tr>
</tbody>
</table>

SECTION 2: COURIER/REPRESENTATIVE CONTACT INFORMATION

Are you submitting/retrieving this request on behalf of another individual?  Name (Last, First, Mi)

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
<th>Extension</th>
</tr>
</thead>
</table>

SECTION 3: SHIPPING DETAILS (FOR MAILED IN REQUESTS ONLY)

Delivery Method  Other Specify

<table>
<thead>
<tr>
<th>Tracking Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Shipping Address</th>
<th>Shipping Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td></td>
</tr>
<tr>
<td>Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>ZIP Code</td>
</tr>
</tbody>
</table>

SECTION 4: DOCUMENT INFORMATION (CONTINUED ON NEXT PAGE)

<table>
<thead>
<tr>
<th>Country</th>
<th>Number of Documents</th>
<th>Document Type</th>
<th>Document Label (Official Use Only)</th>
</tr>
</thead>
</table>

SECTION 5: PROJECTED COST

<table>
<thead>
<tr>
<th>Total Number of Documents</th>
<th>Estimated Cost</th>
</tr>
</thead>
</table>

DS-4194 02-2012
REQUEST FOR AUTHENTICATIONS SERVICE

INSTRUCTIONS

PURPOSE
Form DS-4194 is used by the U.S. Department of State for documents submitted by U.S. citizens and foreign nationals. The Authentications Office is responsible for signing and issuing certificates under the Seal of the U.S. Department of State for documents being submitted to foreign countries.

INSTRUCTIONS
Complete one copy of this form for yourself or your company to be submitted with your documents and payment. You must submit a new cover letter for each request. Failure to do so will result in your case being rejected and documents being returned.

WARNING
Any false statement or concealment of a material fact may result in a delay or un-authenticated documentation.

FORM
DS-4194

SECTION 1: REQUESTOR'S CONTACT INFORMATION

Provide individual's full name or company's name (complete spelling). Indicate e-mail address; telephone number(s) home, work and/or cell.

If the document(s) were mailed or hand carried for a Federal Agency for Official Government business please indicate agency name, bureau and/or office acronyms. Provide formal mailing address (include street address, city or town, zip code, province or country).

SECTION 2: SUBMITTER'S CONTACT INFORMATION

If you are submitting or retrieving a request on behalf of someone other than yourself or a company, please provide specific and detailed information. The full name of the individual's or company's name is required to properly search the database.

If you are retrieving document(s) your name must appear in section 2 of the intake form and State issued identification is required.

Provide individual's full name or company's name (complete spelling). Indicate e-mail address; telephone number(s) day time, evening or cell number.

SECTION 3: METHOD OF RETURN (MAIL-IN)

Indicate delivery method (type of mail service used to return the document). If this information is available, provide a tracking number and include all letters and numbers (i.e., DOS, USPS, FED/EX, UPS, DHL & Others). Indicate the complete address that the document(s) will be returned to for proper delivery.

It is imperative that the complete address is entered accurately! (i.e., street address, city, state, ZIP code & country). REVIEW INFORMATION FOR ACCURACY!

Please note: All documents submitted will be returned to one location.

SECTION 4: DOCUMENT INFORMATION

Indicate the country (or countries) of use, the number of documents, and the document type. (A maximum of 15 documents are allowed per customer/company person for walk-in services).

SECTION 5: METHOD OF PAYMENT

Please note: The authentication processing fee is $8.00 per document, not per page. This fee will be charged regardless of whether you receive an authentication certification or a correspondence letter. This change in policy will take effect on April 1, 2012. Please pay the total amount shown in the estimated cost field. (The exact amount is required.)

Allowable payment methods include U.S. Postal Money Orders, checks (personal, corporate, certified, cashier's, travelers) all payable to "U.S. Department of State."

Walk-in service only: In addition to the payment methods noted above; Credit Cards and Debit/Check Cards (VISA, MasterCard, American Express, Discover) are accepted.

DS-4194
02-2012