

**REQUEST FOR AUTHENTICATION OF DOCUMENTS**  
**MAIL-IN REQUESTS**  
**Office Of Notary Commissions and Authentications**

Authentications are divided into two types:

- Apostilles are issued for countries that are a part of the Hague Convention.
- Foreign Certificates are issued for all other countries.

For Information regarding Hague Convention Countries go to:

<https://www.hcch.net/en/states/authorities/details3/?aid=353>

**Instructions**

1. Please review these instructions and then fill out the form below and mail it to our office (address below) with your check or money order and your document(s).
2. Documents must have been **notarized by a District of Columbia notary public** ***EXCEPT*** Birth and Death Certificates must be the ***CERTIFIED*** copy issued by the District of Columbia Department Health, Vital Records.

If you need to get the certified copies of these records go to this website:

<https://dchealth.dc.gov/service/vital-records>

Marriage Certificates, Divorce Decrees, Proof of Single Status and other court matters must be the ***CERTIFIED*** copy issued by the DC Superior Court with the **triple seal**; be sure to ask for this when making the request to the Court.

If you need to get the certified copy of these documents go to this website:

<https://www.dccourts.gov>

***Vital Records and Court documents may only be authenticated in the jurisdiction in which they were issued. Check with your state to determine their process.***

Documents issued by an Agency or Department of the DC Government with the signature of that Director must be the original and may not be notarized.

3. Federal Documents such as FBI clearances may not be notarized and **cannot be authenticated by our office**. Reports of Births Abroad cannot be authenticated by our office. These documents are authenticated by the US Authentications Office.  
<http://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html>

4. If the documents are mailed to our office, you may only pay by check or money order from a US Financial Institution in US Dollars payable to "DC Treasurer". If you do not have access to a US Bank, you might try an American Express, Western Union or similar facility to purchase the check or money order. **The cost is \$15 per document.**
5. You must include a pre-paid, self-addressed return envelope. You may choose any carrier you wish. The amount of time it takes for you to receive the documents will depend upon the carrier and the type of service you pick. Some carrier services do not have daily or automatic pick-up from our office. Be advised that if you use carriers other than the US Postal Service or FedEx you may have to call or use their website to arrange for a pick-up at an additional cost to you. Use the form below to tell us the country for which the document(s) are needed and to provide us with your contact information in case we have any questions. Note that we cannot make international calls.
6. We generally respond to these requests in 2-3 business days.

Use This Form When Mailing Documents  
For Authentications

**Be Sure to Include Your Check or Money Order**

Mail Requests to:  
Office of Notary Commissions and Authentications  
441 4<sup>th</sup> Street, NW, Suite 810S  
Washington, DC 20001

Date:

Countries for which document(s) is needed:

Note: If you have documents that are needed for different countries, be sure to list each document and then list the country for which each document is needed.

Document Type:

Country:

Document Type:

Country:

Document Type:

Country:

Total Amount of Check or Money Order Enclosed:

@\$15 per document payable to "DC Treasurer" from a US Financial Institution in US Dollars.

Your Email:

Your Phone:

NOTE: We cannot make international calls.

Name of person to who document(s) will be sent:

**Don't forget you MUST include the self-addressed, pre-paid return envelope.**

Address to which the document(s) will be sent (address on the self-addressed, pre-paid return envelope):