

Mail In Service Center Guide

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Mail In Authentication Service Request Information

Overview

Submit documents to the Office of Notary Commissions and Authentications (ONCA) Mail In Service Center for prompt authentication services for documents to be used in foreign countries.

Cost: \$15 per document

Time to Process: Five (5) Business days after receipt of a completed request.

ONCA does not notarize documents

- Need a DC Notary Public? Please conduct an online search for DC Notary Publics who provide services to the general public.

Authentication Document Types

ONCA provides three (3) authentication document types which are issued depending on the country in which the document will be used.

- Unsure of what type of authentication document is required? ONCA verifies requirements based on the country where the document will be used.

Apostilles

- For use in countries that are part of the Hague Convention.*
- Once ONCA issues the apostille it may go directly to the country of use

Department Head Certificates

- Documents for both Hague Convention and non-Hague Convention countries.

Foreign Certificates

- For use in countries that are not Hague Convention Countries
- Once ONCA issues the Foreign Certificate, and then the customer must have it authenticated by the US Department of State. Please visit the [US State Department, Authentication Office](#) for more information.

For information on Hague Convention member countries, please click [here](#).

What Does ONCA Authenticate?

***Please see page 4 for a chart with common documents that are authenticated by ONCA.

ONCA May Authenticate	ONCA May Not Authenticate
<ul style="list-style-type: none"> • Documents notarized by a DC Notary Public • Certified documents issued and/or signed by a DC government agency 	<ul style="list-style-type: none"> • Documents notarized by a Notary Public outside of DC: visit the Secretary of State where the notary public is commissioned. • Federal documents., including citizenship documents, FBI background checks, FBI Clearance Letters. Please visit the US State Department, Authentication Office for more information. • Documents for use in Guam and Puerto Rico: these are territories of the United States and therefore do not require authentication.

Mail In Authentication Service Center Request Process

1. Submit Mail In Service Request Notification Form

[ONCA Mail In Services Request Notification Form](#)

This must be submitted prior to mailing the request.

2. Prepare Documents for Authentication

- Documents notarized by a DC Notary Public
- Certified documents issued and/or signed by a DC government agency

3. Create Return Envelope

- Self-addressed and stamped envelope with address to return the completed request
 - Fed Ex and USPS are preferred: These carriers pick up from ONCA daily.
 - DHL and UPS may be used: However, the customer must arrange pick up after receiving notification that the request has been completed.

4. Complete Hard Copy of the [ONCA Authentication Service Request Form MailIn 2026](#)

The hard copy Mail In Authentication Form must be submitted with the Mail In Service Request submission.

5. Mail Request

DC Office of Notary Commissions and Authentications (ONCA)
899 North Capitol Street, NW, Suite 8100
Washington, DC 20002

• **Checklist:**

- Documents for Authentication
- Self-Addressed and Stamped Envelope
- Hard Copy of the [Mail In Authentication Service Request Form](#)
- Payment (only if check or money order)

6. ONCA Sends Notification of Request Receipt

ONCA will provide email status notifications to the email address provided on the Mail In Online Service Request Form when the request is received

7. Requestor Receives Credit Card Payment Link

- Completed and placed in outgoing mail

8. Requestor Submits Payment

- Credit Cards: Amex, Master Card, and Visa accepted
 - Preferred for fastest service
 - *****The payment link will be sent after review of the submitted documents.**

9. ONCA Assigned and Completed

10. Request Returned to Requestor

FAQ: Mail In Service Center Customers

How much does it cost?

\$15.00 per document authenticated.

How do I pay?

Credit Card (Preferred Method)

The payment link is emailed to the email address provided on the [ONCA Mail In Services Request Notification Form](#) after the request has been reviewed.

Check or Money Order

Submit payment with the documents submitted for authentication. Payable to DC Treasurer.

How long does it take?

Requests are reviewed, assigned, and returned to mail within five (5) business days from receipt.

How will I know if the request has been received?

Emails will be sent to the email address provided on the Mail In Online Service Request Form when:

- The request is received
- Assigned to a team member to complete
- Completed and placed in outgoing mail

If I have to order documents to be authenticated, like a DC Birth Certificate or GED, can they be sent directly to ONCA?

Yes!

Please make comment on the [ONCA Mail In Services Request Notification Form](#) that the documents will be sent to ONCA.

Please have the third-party document provider send documents to:

ATTN: ONCA Stakeholder Engagement and Solutions Analyst
DC Office of Notary Commissions and Authentications (ONCA)
899 North Capitol Street, NW, Suite 8100
Washington, DC 20002

ONCA will notify via email at receipt.

What if there are questions?

Please email the ONCA Stakeholder Engagement and Solutions Team at notary@dc.gov

Frequently Requested Documents for Authentication

- Kindly note that authentication certificates are *permanently attached* to the document being authenticated.
- ONCA does not authenticate photocopies of birth, death, or marriage certificates issued in another state or DC Superior Court Clerk of Court issued documents. Certified documents issued by the appropriate DC government agency may be authenticated.

Document	How to Obtain a Copy for Authentication
Certificate Of Good Standing (Certified Record) Department of Licensing and Consumer Protection (DLCP)	Access the DC Business Licensing Division to search for the entity, request the certificate, and pay the fee online
College Degrees and Transcripts	Contact the issuing college or university. ONCA will authenticate the original degree or copy if notarized by a DC Notary Public
DC Birth Certificate (Certified Record) DC Department of Health/Vital Statistics	Order online via VitalChek (official partner), by mail, or in person at the DC Vital Records Division: 2201 Shannon Place SE 202-442-9303
DC Death Certificate (Certified Record) DC Department of Health/Vital Statistics	Order online via VitalChek (official partner), by mail, or in person at the DC Vital Records Division: 2201 Shannon Place SE 202-442-9303
Divorce Decree (Certified Record) DC Superior Court Clerk of Court Documents	Email the Family Court at FamilyCourtCertifiedCopies@dcsc.gov or call 202-879-1010
General Equivalency Diplomas: DC OSSE/GED Testing Service	Order a DC GED Here International test takers may request transcript and verification requests fulfilled by GED Testing Service through Parchment Exchange
High School Diploma (Certified Record): DC OSSE	Alumni and Former Student Parchment Ordering Links
Marriage Records (Certified Record) DC Superior Court Clerk of Court Documents	Request for DC Marriage Records
MPD Police Clearance	DC MPD Police Clearances (Arrest and Criminal History Section) 202- 727-4245
Name Change Order (Certified Record) DC Superior Court Clerk of Court Documents	Get certified copies from D.C. Superior Court Family Court Central Intake Center Name Changes, Gender Marker Changes, and Vital Records Amendments
Probate Records (Certified Record)	Request for DC Probate Document Copies

DC Superior Court Clerk of Court Documents	
Tax Documents: Clean Hands Certificate	<u>DC OTR Certificate of Clean Hands Requests</u>

Mail In Service Center Authentication Service Request Form

***This form MUST be submitted with the documents mailed to ONCA for authentication.

Customer Information

Requestor Name: _____

Recipient Name: _____
(If different than requestor)

Requestor Email: _____

Recipient Email: _____
(If different than requestor)

Requestor Phone: _____

Recipient Phone: _____

Documents Submitted for Authentication

Document Name/Type	# of Documents	Country of Use	Name on Document	Authentication Required	
				Not Sure <input type="checkbox"/>	Apostille <input type="checkbox"/>
				Department Head <input type="checkbox"/>	Foreign Certification <input type="checkbox"/>
				Not Sure <input type="checkbox"/>	Apostille <input type="checkbox"/>
				Department Head <input type="checkbox"/>	Foreign Certification <input type="checkbox"/>
				Not Sure <input type="checkbox"/>	Apostille <input type="checkbox"/>
				Department Head <input type="checkbox"/>	Foreign Certification <input type="checkbox"/>
				Not Sure <input type="checkbox"/>	Apostille <input type="checkbox"/>
				Department Head <input type="checkbox"/>	Foreign Certification <input type="checkbox"/>

Notes:

OFFICE USE ONLY

Date Received: _____

Time Received: _____ Received By: _____

Meet Requirements: Yes No

Assigned to: _____ Date Assigned: _____

Date Returned: _____

Time Returned: _____

Notary Name/s: _____

Apostille Start Number: _____

Apostille End Number: _____

Department Head Start Number: _____

Department Head End Number: _____



Office of the Secretary of the District of Columbia
Office of Notary Commissions & Authentications

Foreign Certificate Start Number: _____

Foreign Certificate End Number: _____

Received By: _____

Date: _____

Total Documents Authenticated: _____
