



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

## Walk In Same Day Services

### ONCA Walk-In Customer Service Center- Less than 10 documents:

We look forward to providing same-day services at the ONCA Walk-In Customer Service Center if you are requesting authentication of 9 documents or less.

- No appointment is required.
- Services are completed within 30 minutes or less, depending on customer volume.
- ID is not required to authenticate documents, and third parties may submit documents on your behalf for authentication.

### Address

899 North Capitol Street, NE, Suite 8100,  
Washington, DC 20002

### Hours

Monday to Friday from 9 am to 1 pm, except holidays

### Request Process: Please Bring:

- Please complete the Authentication Request Form.
- Original document signed by a DC Notary Public or issued in the District of Columbia.

### Cost

The service fee is \$15 per document for walk-in services.

The payment types below may be accepted.

- Credit Cards: Accepted at the ONCA Walk-In Service Center. American Express, Master Card, and Visa are accepted.
- Check: From a U.S. financial institution and payable to the DC Treasurer.

### FAQ: Walk In Service Center Customers

- **Do I need an appointment?**  
No appointment is required, and most services are completed within 30 minutes or less, depending on customer volume.
- **Do I need identification?**  
No: ID is not required to authenticate documents.
- **How long will it take?**  
Most of our customers are served within 15 to 30 minutes, depending on visitor volume.
- **Is there Parking?**  
Yes. There is limited street parking in front of the building, as well as an attached garage for paid parking with rates ranging from \$9-15 depending on length of time parked.



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# Authentication Service Request Form

## Customer Information

Full Name: \_\_\_\_\_ Name of Individual of Document: \_\_\_\_\_  
(If different than requestor)

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(If different than requestor)

Email: \_\_\_\_\_ Email: \_\_\_\_\_  
(If different than requestor)

## 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:**

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## OFFICE USE ONLY

Apostille Start Number: \_\_\_\_\_ Apostille End Number: \_\_\_\_\_  
 Department Head Start Number: \_\_\_\_\_ Department Head End Number: \_\_\_\_\_  
 Foreign Certificate Start Number: \_\_\_\_\_ Foreign Certificate End Number: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time Received: \_\_\_\_\_ Time Returned: \_\_\_\_\_  
 Total Documents Logged: \_\_\_\_\_