



CHINA TRAVEL
S E R V I C E S
Authentication Procedures

Procedures:

Step 1 – Notarize Your Documents

Have your document notarized by a local notary public unless it is an original certified copy/certification issued by an official Federal/ State/local Office. Birth, Marriage, and Death certificates do not need to be notarized.

Step 2 – Certification of Documents by the Secretary of State

Send your notarized documents to be certified by the Secretary of the State where the document was issued or executed. Examples would be governmental documents such as birth/death certificates, marriage certificates, business licenses, etc. The Secretary of States office will certify these documents for a fee. Check with your local SOS office for fees and instructions.

For your convenience, China Travel Services can provide this service for a fee.

Step 3 – Authentication by Certain County Offices

Documents notarized in AL, GA, HI, KY, MD, and TN must be authenticated/certified by the County Clerk before being sent on to China Travel Services. County authentication can be obtained from a circuit court, circuit clerk, probate judge, or superior court clerk. China Travel Services does not provide county authentications. For Federally issued certifications, skip this step, go directly to Step 3.

Step 4 – Send Secretary of State Certified Document to China Travel Services

After your documents have been certified by the SOS, send both the Original AND a photocopy of the certified document to China Travel Services to be authenticated by the Chinese Consulate/Embassy.

*****VERY IMPORTANT*****

Do NOT remove any staples or bindings when making your copies.

Mandatory Documents to be Submitted:

1. One duly completed and signed *Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China*, which is attached at the end of this information packet (**please fill out on computer, then print and sign in blue or black ink**).
2. You must provide a photocopy of the applicant's valid 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 Certificate of Formation or Articles of Incorporation.
3. The Chinese Consulate/Embassy may request additional supporting documents on a case by case basis. If additional documents are required, we will contact you with further details and instructions.

Processing Time

Regular service: 4-7 business days

Express service: 2-3 business days

Rush service: 1-2 business day. Available only in extreme emergencies and subject to approval by the consular officer.

Processing Fees

Chinese Embassy Fees	
Civil Documents	\$25 per document
Property or Commercial Documents	\$50 per document
Express Surcharge (2-3 day processing*)	\$25 per document
Rush Surcharge (1-2 day processing*)	\$37 per document
US Government Fees	
Secretary of State Fees	Varies by State
China Travel Services Fees	
Chinese Embassy/Consulate Authentication	\$69 for First document \$39 for each additional document
Express Surcharge (2-3 day processing*)	\$20 per document
Rush Surcharge (1-2 day processing*)	\$35 per document
US Secretary of State Service (optional)	\$30 per document plus shipping
*If available	

Examples of civil documents include: birth/death certificates, marriage certificates, notarized ID copies, teacher certificates, criminal background reports, and diplomas.

Payment Method

Processing fees must be paid by credit card. The total charges include aa consulate/embassy processing fees, governmental fees, China Travel Services service fee, and shipping fees. Shipping fees are \$35 FedEx Overnight or \$90 FedEx International.

SHIPPING DETAILS

For all Authentication Orders, your documents MUST be sent to China Travel Services (CTS) via secure and trackable courier service such as FedEx, UPS, or USPS Express or Certified Mail. We strongly urge and suggest that you DO NOT send important/personal/sensitive documents through regular mail.

Mail all Authentication Orders to:

China Travel Services
Attn: Authentications
13201 Northwest Freeway, Suite 760
Houston, Texas 77040