



**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



## Document Authentication Order Form

### DOCUMENT INFORMATION

Date Document Needed:

Process My Application with: Standard Service                      Express Service                      Rush Service

Type of Document(s): Commercial                      Civil

Total Number of Documents:

### CONTACT INFORMATION

Name:    Phone Number:    Email:

### SERVICE REQUESTED

Chinese Embassy Authentication:    Yes                      No

Secretary of State Certification:    Yes                      No

### DOCUMENT RETURN METHOD

Ship documents to the address below                      Pick up at China Travel Services office

Name:    Phone Number:

Address Line 1:

Address Line 2:

City/State/Zip:    Country:

The above address is: Residential                      Business

Choose a FedEx Service below:

Residential Delivery Options: Delivery without Signature                      Signature Required (\$5)

### CREDIT CARD INFORMATION (all services are subject to a 3.9% processing fee):

Name on Card:

Card Number:    Exp Date:    Security Code:

Billing Address:    Signature:

I confirm that I have read and agree to the CTS Terms and Conditions as outlined at [www.TrvaelChinaVisa.com/resources/terms-and-conditions](http://www.TrvaelChinaVisa.com/resources/terms-and-conditions).

Embassy Fees \_\_\_\_\_ Gov Fees \_\_\_\_\_  
CTS Service Fees \_\_\_\_\_ Shipping Fees \_\_\_\_\_  
Total \_\_\_\_\_



<b>5、提交材料及申办认证书的份数 Supporting documents and Copies of Legalization</b>					
提交材料 Supporting documents				份数 Copies	
<b>6、办理时间 Processing time</b> 注：加急服务须经领事官员批准，并将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply.				<input type="checkbox"/> 普通 Regular service <input type="checkbox"/> 加急 Express service	
<b>7、代办人 Agent</b>					
代办人姓名 Name of agent		性别 Gender		国籍 Nationality	
身份证件种类 Type of ID		身份证件号码 Number of ID		职业 Occupation	
与申请人的关系 Relationship with the applicant			联系地址 Address		
联系电话 Phone number			电子邮箱 E-mail address		
<b>8、申请人/代办人声明 Declaration of the Applicant/Agent</b>					
<p>我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.</p> <p>★ 申请人签名：_____ 日期：_____</p> <p>Signature of applicant: _____ Date (yyyy-mm-dd): _____</p> <p>★ 代办人签名：_____ 日期：_____</p> <p>Signature of agent: _____ Date (yyyy-mm-dd): _____</p>					
<p>我声明，我已阅读并理解以下内容： 领事认证是指领事认证机构根据自然人、法人或者其他组织的申请，对国外有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能，不对文书内容本身的真实性、合法性负责，文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。 I hereby declare that I have read and understood the content below: The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of certifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents's content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed.</p> <p>★ 申请人签名：_____ 日期：_____</p> <p>Signature of applicant: _____ Date (yyyy-mm-dd): _____</p>					
<b>以下项目仅供使领馆工作人员填写（For Official Use Only）：</b>					
接案人、接案日期：		签署人、签署日期：		复核人（如有）、复核日期：	