

**Middle East North  
Africa Business  
Information  
Center**



## **AUTHENTICATION OF DOCUMENTS**

The Office of Authentication services U.S. citizens and foreign nationals on all documents that will be used overseas. Types of documents include corporate documents such as company bylaws and articles of incorporation, power of attorney, patent applications and trademarks, diplomas, transcripts, letters relating to degrees, non-marital status, references and job certifications, home studies, deeds of assignments, distributorship agreements, papers for adoption purposes, etc.

The Authentications Office receives a variety of documents from commercial organizations, private citizens, and officials of the Federal and State Governments. The Office is responsible for issuing certificates under the Seal of the Department of State. It also ensures that the requested information will serve in the interest of justice and is not contrary to U.S. policy.

Please note the following information must be obtained before the authentication process can begin.

1. Signed before a notary public.
2. Certified by the clerk of Court of the County in which the document is commissioned.\*
3. Certified by the Secretary of State of the State in which the document is executed.
4. All seals and signatures must be originals.
5. All dates must follow in chronological order on all certifications.
6. All documents in foreign text must be accompanied with a certified (notarized) English translation.
7. Whenever a copy (if acceptable) is used, it must include a statement that it is a true and accurate copy.
8. Foreign governments require the U.S. Department of State to authenticate documents in order for the document to be considered legal. Therefore, it is suggested that you contact the embassy of the particular country to determine what documents are needed for transactions.

\*Item 2 may be omitted if the authority in item 3 will certify directly to the notary.

A request for authentication services under 22 CFR, Part 131, should include the reason for authentication and the name of the country where the document will be used. Contact information is below.

<http://www.state.gov/m/a/auth>

**Information Source: U.S. Department of State, Office of Authentication. [www.state.gov/m/a/auth](http://www.state.gov/m/a/auth)**

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