

2 FAM 1290 AUTHENTICATION SERVICES

*(CT:GEN-340; 03-28-2008)
(Office of Origin: A/OPR/GSM/AUTH)*

2 FAM 1291 POLICY AND SCOPE

2 FAM 1291.1 Program Overview

(TL:GEN-313; 08-18-2004)

The Authentications Office, Office of Operations, General Service Management (A/OPR/GSM/AUTH), provides authentication services to U.S. citizens and foreign nationals on documents that will be used for legal and administrative purposes overseas.

2 FAM 1291.2 Scope and Policy

(TL:GEN-313; 08-18-2004)

- a. The Authentications Office authenticates a variety of documents from commercial organizations, private citizens, and officials of Federal and State governments. Documents include, but are not limited to, company bylaws, powers of attorney, trademark, diplomas, treaties, warrants, extraditions, agreements, certificates of good standing, and courier letters.
- b. It will not authenticate documents that are contrary to public policy or are for an improper or unlawful purpose (see 22 CFR 131.1).
- c. The Authentications Office does not authenticate documents issued abroad by U.S. Consular officials, such as Birth, Marriage, or Death certificates.

2 FAM 1291.3 Procedures

(CT:GEN-340; 03-28-2008)

- a. The Authentications Office is responsible for signing and issuing certificates under the Seal of the U.S. Department of State.

- b. The Authentications Office receives, records, and accounts for fees in accordance with procedures established by the Bureau of Resource Management, *Office of Global Financial Services*.
- c. A service number is assigned to each certificate of authentication, and this number reflects all fees associated with a certificate.

2 FAM 1291.4 Authorities

(TL:GEN-313; 08-18-2004)

- a. "The Hague Convention for Abolishing the Requirement of Legalization for Foreign Public Documents," TIAS 10072; 33 U.S.T. 883, 527 U.N.T.S. 189.
- b. 28 U.S.C. 1739; Rule 44 (Federal Rules of Civil Procedure) and Rule 902 (Federal Rules of Evidence).

2 FAM 1291.5 Processing

(TL:GEN-313; 08-18-2004)

The Authentications Office tracks all correspondence and documents through the Document Authentication, Retrieval, and Tracking Systems (DARTS). A case service number is assigned to all requests received in the Authentications Office. This service number appears on all authentication certificates and tracks all aspects of the authentication process, as well as fees collected, and is used as an effective method for the Authentications Office's internal control process.

2 FAM 1292 AUTHENTICATION CERTIFICATES

2 FAM 1292.1 Apostille

(TL:GEN-313; 08-18-2004)

- a. Apostille certificates are issued for documents destined to be used in participating countries and their territories that have joined the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. The convention provides for the simplified certification of public documents to be used in member countries through a special form called an "apostille."

- b. The Authentications Office is designated as the competent authority to issue apostilles for documents executed by Federal agency officials. An original signature with the raised or stamped seal of the Federal agency must accompany the document. (See 2 FAM Exhibit 1292.1 for a sample format of an apostille.)

2 FAM 1292.2 Department of State Official Certificate

(TL:GEN-313; 08-18-2004)

- a. Department of State official certificates are issued for documents executed and/or records maintained by offices within the Department intended to be used in a foreign country. A gold ribbon and wafer seal with the impression of the U. S. Department of State seal is affixed to this certificate.
- b. Officials should submit the following information with their documents:
 - (1) Office; acronym or office title;
 - (2) Address/location;
 - (3) Telephone number; and
 - (4) Country in which the documents are to be used.
- c. Officials should submit a certification statement on Department of State letterhead, which is used for files or copies originating within the Department of State. Example statement may include, but is not limited to, the following:
 - (1) [Official's name] certifying that the document(s) attached [is or are] a [true copy or original] [originating or maintained] in the [files or records] of the [originating office]; and
 - (2) Original signature and title of submitting official (see 2 FAM Exhibit 1292.2 for a sample of a Department of State Official Certificate).

2 FAM 1292.3 Regular Authentication Certificate

(TL:GEN-313; 08-18-2004)

- a. Regular authentication certificates are issued for documents originating in the United States to be used in foreign countries and their territories. This certificate is also issued for documents originating in foreign

countries that require authentication before they can be recognized as valid in other foreign countries. Various seals are placed and/or attached on the document before this certificate can be issued. This certificate is issued with the impression of the U.S. Department State seal. (See 2 FAM Exhibit 1292.3 for a sample of a regular authentication certificate.)

- b. Requestors should submit the following information with their documents:
 - (1) Name;
 - (2) Contact person;
 - (3) Address;
 - (4) Telephone number; and
 - (5) Country in which the documents are to be used.

2 FAM 1292.4 Extradition Certificate

(TL:GEN-313; 08-18-2004)

- a. Extradition certificates are certified with a gold ribbon and wafer seal with the impression of the U.S. Department of State. Extradition cases are executed by the U.S. Department of Justice (see 7 FAM 1611 and 1612).
- b. Department of Justice officials should submit the following information with their documents:
 - (1) Agency; name;
 - (2) Office; acronym or office title;
 - (3) Address/location;
 - (4) Telephone number; and
 - (5) Country documents are to be used in.

2 FAM 1293 FEES

2 FAM 1293.1 Applicable Fees Chargeable for Authentication Services

(TL:GEN-313; 08-18-2004)

For applicable fees chargeable for authentication services, see “Bureau of Administration, Doing Business.”

2 FAM 1293.2 Procedures

(TL:GEN-313; 08-18-2004)

- a. These procedures and requirements apply to fees relating to requests for Department authentication services from the Authentications Office, Office of Operations, General Service Management (A/OPR/GSM/AUTH). A request for services must be accompanied by remittance of the exact total fee chargeable. The fee shall be in the form of one of the following:
 - (1) Check or bank draft drawn on a bank in the United States;
 - (2) Postal money order;
 - (3) Master or Visa Card; or
 - (4) Cash.
- b. Remittances should be made payable to the order of the U.S. Department of State. The Department assumes no responsibility for cash lost in the mail.

2 FAM 1294 THROUGH 1299 UNASSIGNED

2 FAM EXHIBIT 1292.1

(CT:GEN-340; 03-28-08)

APOSTILLE

(Convention de La Haye du 5 octobre 1961)

1. Country: *United States of America*
2. This public document
has been signed by _____ NAME _____
3. acting in the capacity of _____ TITLE _____
4. bears the seal/stamp of _____ AGENCY _____

Certified

5. at Washington, D.C.
6. Date _____
7. *by Assistant Authentication Officer, United States Department of State*
8. No. _____
9. Stamp/Seal: _____
10. Signature:

[Assistant Authentication's Officer Name]

2 FAM EXHIBIT 1292.2

(CT:GEN-340; 03-28-2008)

United States of America



DEPARTMENT OF STATE

***To all to whom these presents shall come,
Greetings:***

I Certify That [OFFICIAL'S NAME] whose name is subscribed to the document hereunto annexed, was at the time of subscribing the same [TITLE], [ORIGINATING OFFICE AND BUREAU NAME], Department of State, United States of America, and that full faith and credit are due to his or hers acts as such.

In testimony whereof, I, [Secretary of State's Name] Secretary of State, have hereunto caused the seal of the Department of State to be affixed and my name subscribed by the Assistant Authentication Officer, of the said Department, at the city of Washington, in the District of Columbia, this [Date].

Secretary of State

By _____

Assistant Authentication Officer,
Department of State

*Issued pursuant to CHXIV, State of
Sept. 15, 1789, 1 Stat. 68-69; 22
USC 2657; 22 USC 2651a; 5 USC
301; 28 USE 1733 et. seq.; 8 USC
1443 (f); RULE 44 Federal Rules of
Civil Procedure.*

This certificate is not valid if it is removed or altered in any way whatsoever.

2 FAM EXHIBIT 1292.3

(CT:GEN-340; 03-28-2008)

United States of America



DEPARTMENT OF STATE

To all to whom these presents shall come, Greetings:

I Certify That the document hereunto annexed is under the Seal of the State(s) of [NAME OF STATE], and that such Seal(s) is/are entitled to full faith and credit.*

In testimony whereof, I, [Secretary of State's Name], Secretary of State, have hereunto caused the seal of the Department of State to be affixed and my name subscribed by the Assistant Authentication Officer, of the said Department, at the city of Washington, in the District of Columbia, this [Date]

Secretary of State
By _____
Assistant Authentication Officer,
Department of State

Issued pursuant to CHXIV, State of Sept. 15, 1789, 1 Stat. 68-69; 22 USC 2657; 22 USC 2651a; 5 USC 301; 28 USE 1733 et. seq.; 8 USC 1443 (f); RULE 44 Federal Rules of Civil Procedure.

**For the contents of the annexed document, the Department assumes no responsibility.*

This certificate is not valid if it is removed or altered in any way whatsoever.