

Document Authentication Checklist - Chicago Jurisdiction

Documents issued in the United States that will be used in China might need to be authenticated by the Chinese Embassy/Consulate in the United States before being sent to China. Before documents can be authenticated by the Chinese Consulate, the following procedures must already be completed:

1. Documents must be notarized by a Notary Public. Original documents that are issued from the State, County, City, or Court do not need to be notarized by a Notary Public and can be sent directly to the Secretary of State for authentication, e.g. marriage licenses, birth certificates, divorce decrees, etc. Documents that are more than two pages must be properly bound as a volume to prevent tampering. Sealing wax, paging seal, or a steel seal should be applied to ensure the integrity of the documents. DO NOT take apart original documents as that voids the seal on them.
2. Notarized documents must then be authenticated/certified by the Secretary of State where the Notary Public is registered.

The Chicago Consulate General only accepts documents with the Seals and Signatures of the Secretary of State from the following states: **Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, and Wisconsin**. The Chinese Consulate authenticates the signature of the Secretary of State and the Seal of the State.

Please contact our office before you send us any documents. Once we have confirmed that you have all the documents, assemble all the following documents and send it to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
19 South La Salle Street, Suite 601
Chicago, IL 60603
Phone: (312) 368-9911

Documents Required for All Document Authentication:

- Completed Application Form for Authentication or Notarization (G1 Form)
- Original documents to be authenticated, which have already been notarized and authenticated/certified by the Secretary of State
- Photocopy of all documents that need to be authenticated by the Chinese Consulate
- Photocopy of applicant's passport or driver's license. In case of business authentication, photocopies of the company's legal person's passport or driver's license must be submitted, and the application form must be signed by the legal person.

For Business Authentication:

- Photocopy of company's business license or certificate of good standing.

Company documents that can prove the person's legal person status:

1. Original authorization letter on company letterhead authorizing the applicant to submit the documents.
2. Document or copy of document showing the individual who signed the authorization letter is an officer of the company, for example, a Board of Directors resolution.

Authorization letter on company letterhead authorizing U.S.-China Chamber of Commerce to submit the documents.

Notes:

Please note that authentication applications of Affidavit of Single Status should be submitted within 6 months of the date of notarization by the Notary Public. Authentication applications of Marital Status Certificate, Income & Financial Status Certificate, Physical Examination Certificate, and Certificate of Criminal/Non-criminal Record for adoption purposes must be submitted to the Chinese Consulate within 6 months of the date of notarization.

The Chinese Consulate reserves the right to request additional documents.

中华人民共和国驻外使领馆领事认证申请表

Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China

★申请人须如实、完整、清楚地填写本表格，请逐项在空白处用中文或英文大写字母打印体填写，或在□内打√选择。The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select.

1、个人申请 Applicant (For Individual Use Only)					
姓名 Name		性别 Gender		出生地点 Place of birth	
出生日期 Date of birth (yyyy-mm-dd)		国籍 Nationality		职业 Occupation	
身份证件种类 Type of ID		身份证件号码 Number of ID			
工作机构或学校名称 Name of employer/school		工作机构或学校地址 Address of employer/school			
家庭住址 Home address			电子邮箱 E-mail address		
住宅电话 Home phone number			手机 Mobile phone number		
2、企业及其他组织申请 Applicant (For Company/Organization Use Only)					
企业或其他组织名称 Name of company/organization					
联系地址 Address				电话 Phone Number	
法定代表人信息 Legal Representative of company/organization	姓名 Name			出生日期 Date of birth (yyyy-mm-dd)	
	证件种类 Type of ID			证件号码 Number of ID	
3、公证书或其他证明文书证明的事项 Matters certified by the notarial deeds or other certificates					
<input type="checkbox"/> 出生证 Birth certificate; <input type="checkbox"/> 结婚证 Marriage certificate; <input type="checkbox"/> 无犯罪记录证明 Certificate of non-criminal record; <input type="checkbox"/> 健康证明 Health certificate; <input type="checkbox"/> 学历证明 Diploma; <input type="checkbox"/> 委托书 Authorization letter; <input type="checkbox"/> 声明书 Statement; <input type="checkbox"/> 商业文件 Business documents; <input type="checkbox"/> 其他 (请注明) Other (please specify) : _____					
4、认证办理目的和文书使用地点 Purpose and Destination of Legalization					
办理目的 Purpose of legalization: <input type="checkbox"/> 婚姻 Marriage; <input type="checkbox"/> 寄养 Fosterage; <input type="checkbox"/> 房产 Real estate; <input type="checkbox"/> 诉讼 Litigation; <input type="checkbox"/> 签证 Visa; <input type="checkbox"/> 领养 Adoption; <input type="checkbox"/> 商务贸易 Business and trade; <input type="checkbox"/> 其他 (请注明) Others (please specify): _____					
文书使用地 Destination of legalization:					

5、提交材料及申办认证书的份数 Supporting documents and Copies of Legalization					
提交材料 Supporting documents				份数 Copies	
6、办理时间 Processing time 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	
7、代办人 Agent					
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		
8、申请人/代办人声明 Declaration of the Applicant/Agent					
<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。</p> <p>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>					
以下项目仅供领事官员填写（For Official Use Only）：					
接案人、接案日期：		签署人、签署日期：		复核人（如有）、复核日期：	

[Print On Company Letter Head]

(Date)

Consulate General of People's Republic of China In Chicago
1 East Erie Street, Suite 500
Chicago, IL 60611 USA

Subject: Authorization Letter

Dear Consul:

Please accept this letter as authorization for the U.S.-China Chamber of Commerce to submit document authentication application and collect the documents on my behalf.

Below is my contact information:

Name :

Phone number:

Email address:

Thank you for your assistance in this matter.

Sincerely,

(Signer's Name)

(Signer's Position)



UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Chinese Document Authentication Fee Schedule - Chicago

Name (First, Middle, Last) _____

Company _____

Return Address¹ _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Type of Address: Residential Commercial/Industrial

For Residential Delivery - Signature required¹: Yes No

* FedEx and UPS cannot deliver to a P.O. Box address.

** Unless requested otherwise, adult signature is required. A person must be present to receive the package. Additional fees will apply.

Type and Fee	Quantity	Unit Price	Amount
Chinese Consulate (Third Party)			
Document Fee			
Civil Document		\$25.00	
Property or Commercial		\$50.00	
Survival Certificate		\$5.00	
Express Fee			
48 Hours Service - Additional		\$25.00	
USCCC			
Processing Fee		\$78.00	
Express Service: 48 Hours – Additional		\$30.00	
Shipping			
<input type="checkbox"/> A Return Shipping Label is Included			
<input type="checkbox"/> Company/Applicant Shipping Account***			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account # _____			
<input type="checkbox"/> USCCC Account****		\$32.50	
Sub Total			
Credit Card Processing Fee 5.7% (Input 1 If Paid by Credit Card)		5.7%	
Total			

*** To avoid delay in shipment and error in billing, the account number needs to be pre-verified and is on file with USCCC.

**** \$32.50 is an estimate of domestic shipping cost. Shipping fees may be higher.

Payment Information: Check Enclosed For: _____ Credit Card

Type of Credit Card: Visa MasterCard American Express

Name As Appears on Credit Card: _____

Credit Card Number: _____ Exp Date (mm/yy): _____