

CHINESE DOCUMENT AUTHENTICATION TIPS

Certain documents to be used in China must be legalized by the Chinese Embassy or Chinese Consulates. This process is called document authentication. Authentication is not a complicated process, but the cost could be expensive. Therefore, you must understand what documents need to be authenticated and how the authentication can be done properly. Otherwise, the process may not be completed, and this will delay the process and incur additional expenses.

U.S.-China Chamber of Commerce has processed over 1,000 document authentications for its members and the general public. Its officers have extensive experience in assisting U.S. companies in setting up operations, registering patents and trademarks, preparing for legal proceedings, making investments, and other business activities in China. They also provide individuals with assistance in civil matters. USCCC understands which documents are required in China for specific purpose and which documents could be obtained in the U.S. It is also well versed in the authentication process. As a non-profit organization which offers document authentication as part of its services, USCCC's processing fees are one of the lowest.

The following are tips for authenticating documents quickly and cost effectively.

- Do not authenticate documents that are not needed. You may waste hundreds or thousands of dollars to authenticate documents that may end up in the waste basket.
- Not all documents need to be authenticated. For instance, some internally prepared documents do not need to be authenticated.
- Understand that depending on the kind of documents and Consulate jurisdictions, some documents may require two steps (Certification by the Secretary of State that has the Jurisdiction and then Authentication by the Chinese Consulate) and some may require up to four steps (Notarization by a Notary Public; Certification by the Secretary of State that has the Jurisdiction; Certification by the Secretary of State of the U.S. State Department; and Authentication by the Chinese Embassy)
- **Pay attention to minute details.** Do not tamper with the “seal” or the “sealed documents.” **DO NOT UNSTAPLE OR RESTAPLE THE DOCUMENTS. STAPLE HOLE(S) OR MORE THAN ONE STAPLE MOST LIKELY WILL RENDER THE DOCUMENTS UNUSABLE. DO NOT BREAK THE SEAL. DO NOT WRITE ON THE PRINTED AREA.** The language of the notarization/authentication needs to be correct. All signatures and seals need to be legible. PLEASE CONTACT US FOR TEMPLATES FOR THE APPROPRIATE LANGUAGE.
- Use an agent that is experienced and cost competitive.

For more information about USCCC document authentication service, please visit our [Document Authentication webpage](#), or contact us at (312) 368-9911 or info@usccc.org.

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