



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
Office of the Secretary of State

148 W. River St., Providence RI 02904-2615  
(401) 222-1487

**Authentication Order Form - In-Person**

This form is to be completed to pre-order authentication certificates for in-person certification of more than 5 public documents.

**INSTRUCTIONS**

- Prior to visiting our Authentication Section, complete the “Order Information” below and fax the completed form to our office at 401-222-1309. If your order contains more documents than provided for below, please download and complete the Authentication Order Attachment Form. Our staff will contact you to confirm the appointment time that you have requested below.
- DO NOT FAX the document(s) to be authenticated. Please bring your original documents to our office at the pre-determined appointment time. Documents to be authenticated must contain the original signature of a Rhode Island public official whose appointment of office is on record with the office of the Secretary of State.
- Payment must be rendered at the time the order is filled. Make checks payable to “RI Secretary of State.”

**FEES**

\$5.00 per certificate

**ORDER INFORMATION (PLEASE TYPE OR PRINT LEGIBLY)**

1. Your Name \_\_\_\_\_ 2. Date of Request \_\_\_\_\_  
 3. Daytime Telephone Number \_\_\_\_\_ 4. Email \_\_\_\_\_  
 5. Street Address \_\_\_\_\_  
 6. Requested Appointment Date \_\_\_\_\_ Requested Time of Appointment \_\_\_\_\_  
 (Office Hours: Monday - Friday 8:30 AM - 4:30 PM except for scheduled holidays)

**DOCUMENT 1**

Country in which your document(s) will be used \_\_\_\_\_  
 Type of certificate(s) requested (CHECK ONE)       Certification       Apostille  
 Number of certification/apostille certificates requested \_\_\_\_\_  
 Name and title of official signing the document (i.e. Notary Name or other official) \_\_\_\_\_  
 \_\_\_\_\_

**DOCUMENT 2**

Country in which your document(s) will be used \_\_\_\_\_  
 Type of certificate(s) requested (CHECK ONE)       Certification       Apostille  
 Number of certification/apostille certificates requested \_\_\_\_\_  
 Name and title of official signing the document (i.e. Notary Name or other official) \_\_\_\_\_  
 \_\_\_\_\_

## **ORIGINAL SIGNATURE REQUIREMENT**

Authentication and apostille certificates cannot be prepared for documents issued with photocopied, stamped, or other facsimile signatures. If the document you have has a photocopied, stamped, or facsimile signature, you must have it re-signed (countersigned) by the public official with his/her original signature. The only exception to this rule is for certified copies with a raised seal issued by a proper authority.

## **AUTHENTICATION CERTIFICATE (CERTIFICATION)**

A certificate that, when attached to a document, certifies that a Rhode Island notary, or other Rhode Island public official whose original signature appears on the document is, in fact, a notary or the official specified.

## **APOSTILLE**

A special form of authentication certificate prepared under the terms of an international treaty known as “The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.” The Hague Convention apostille simplifies the authentication process by exempting documents certified with the apostille at the state level from any additional certification by a higher authority, such as at the national or consular level. An apostille certifies the authenticity of the signature certified, and the capacity in which the signing official has acted. For a listing of member states of the Hague Convention, log onto [http://www.hcch.net/index\\_en.php](http://www.hcch.net/index_en.php)

## **U.S. STATE DEPARTMENT**

Countries that do not accept the apostille usually require that your documents be additionally authenticated by the U.S. State Department after they have been authenticated by the Rhode Island Secretary of State. The authentication prepared by the U.S. State Department verifies the authenticity of the certificate attached by the Rhode Island Secretary of State.

Some countries that do not accept the apostille will allow you to bypass the U.S. State Department and will attach additional authentication directly at their consular offices. You must contact the consulate of the country to which you are sending your documents in order to determine what authentication procedures you must follow.

Address questions regarding procedures and fees for obtaining U.S. State Department authentication to:

Authentication Office  
U.S. Department of State  
518 23<sup>rd</sup> Street NW SA-1  
(202) 647-5002 7:30 AM — 11:00 AM  
[www.state.gov/m/a/auth/](http://www.state.gov/m/a/auth/)

**COUNTRIES THAT ACCEPT THE APOSTILLE DO NOT REQUIRE THAT YOUR DOCUMENTS BE SENT TO THE U.S. STATE DEPARTMENT FOR ADDITIONAL AUTHENTICATION.**