



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 - Mail

INSTRUCTIONS

- **Complete “Order Information”** below and return this form, payment, and the original documents to be authenticated to the address listed above. If your order contains more documents than provided for below, please download and complete the Authentication Order Attachment Form.
- **Photocopied, stamped, or other facsimile signatures cannot be authenticated.** 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.
- Make checks payable to “Secretary of State.” Please do not send cash.

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. Your **Company** or **Firm** (IF APPLICABLE) _____

6. Street Address _____

7. City / State / Zip Code _____

8. **Country** in which your document(s) will be used _____

If this information is not provided your order may be delayed or returned.

9. Type of certificate(s) requested (CHECK ONE) Certification Apostille

10. Number of certification/apostille certificates requested _____

11. Name and title of official signing the document (i.e. **Notary Name or other official**) _____

12. How do you want your order to be returned to you? (CHECK ONE)

- Hold my order for pickup PREPAID courier service¹ First Class U.S. Mail²

¹ **NOTE: Airbills are the responsibility of the provider.** Our office will not complete and/or keep records of provided airbills.
² For First Class Mail Orders, a self-addressed, stamped envelope is not required but will expedite the mailing process if you choose to enclose one.

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

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 23rd Street NW SA-1
(202) 647-5002 7:30 AM — 11:00 AM
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.