

General Information on Document Legalization and Authentication Services

How to apply for document legalization and authentication?

- **IN PERSON:** Please bring your valid passport or other photo ID card (for example, driving license and US naturalization certificate) to identify yourself as the applicant.
- **BY AGENT:** This office can only accept applications submitted by an agent if: (1) the agent can present a Power of Attorney or Letter of Authorization, which has been notarized by a NOTARY PUBLIC and indicates that the agent is duly authorized by the applicant to submit the application to this office; and (2) the agent can identify himself or herself by presenting a valid photo ID and **the applicant's ID**. This office can accept a notarized photocopy of the applicant's passport or driving license for this kind of application.
- **IN MAIL:** For those applicants unable to submit the application in person, they can send their application by mail. For those in the US, they can send in the original or a notarized photocopy of their valid passport or photo ID as the proof of their identity. The original passport or photo ID will be returned to the applicant after the process.

What kinds of documents can this office authenticate?

- In principle, this office can only authenticate documents originally from the consular jurisdiction of this office: the states of CONNECTICUT, NEW JERSEY, NEW YORK, and PENNSYLVANIA.
- The foresaid documents include: POWER OF ATTOURNEY, CERTIFICATE OF APPOINTMENT OR DEPUTATION, DIPLOMA, TRANSCRIPT, CERTIFICATE OF EMROLLMENT (in a school), AFFADAVIS, CERTIFICATE or LICENCE OF PROFESSIONAL QUALIFICATION, BIRTH CERTIFICATE, DEATH CERTIFICATE, MARRIAGE REGISTRATION CERTIFICATE, COURT DECISION OF DIVORCE, CERTIFICATE OF NO CRIMINAL RECORD, DRIVING LICENCE.
- For the authentication of some special or unusual documents, please call or e-mail this office in advance to ensure they can be processed.
- This office is also authorized to issue some certificates based on evidence presented; however, requests for this kind of service are limited and are subject to related laws and regulations of the Republic of China. Please call or e-mail this office in advance to make sure certificates can be authorized.

What kinds of documents are needed in the process in addition to personal ID?

- A duly completed application form (the applicant must sign the form.)
- The original document(s) needs to be authenticated.
- **If the documents involve important changes of personal identity, property, inheritance, child adoption, or relate to commercial activities, they need to be notarized first by a NOTARY PUBLIC in this office's consular jurisdiction, then verified by the COUNTY CLERK, and then verified by the State government officer in charge of document authentication (for example, the Secretary of State). If the documents are not properly notarized, the application will be rejected.**
- Any documents of more than TWO must be properly stapled, using a corner binding or a book/spiral binding, if needed.
- This office reserves the right to request additional supporting documents depending on the nature of every individual application.

AUTHENTICATION AND LEGALIZATION FEE: \$15.00 to authenticate per document (not per page); \$30.00 for the consular officer to witness a living will; and \$30.00 (per document) to verify an English translation of a Chinese document or the Chinese translation of an English document. This office accepts cash, money order, or certified bank checks, but not credit cards nor personal checks. Please make the money orders payable to: Taipei Economic and Cultural Office in New York. The fee itself DOES NOT INCLUDE RETURN POSTAGE.

OTHER REMINDERS:

- For the purpose of this office's records, we request one extra photocopy of every document that requires legalization and authentication. (Only one copy is needed if several documents are identical.)
- A self-addressed and stamped envelope is required if you apply by mail and ask this office to return by mail. This office will send your document(s) back to you via the US Postal Service. It is advisable that you include return postage for CERTIFIED, REGISTERED, OR EXPRESS MAIL.
- If the application is sent by a COURIER, be sure to submit it with a **letter of authorization** prepared by the applicant. This letter should be notarized by a Notary Public.

A copy of valid government-issued photo ID of the courier is required. Otherwise, the application will not be accepted.

- This office will be closed on US Federal holidays and the following holidays: Chinese New Year's Day (the exact date varies according to lunar calendar) and October 10th, the National Day of the Republic of China.
- You will have to go to another foreign mission for document authentication and legalization if the document originates from outside this office's consular jurisdiction. Please visit <http://www.boca.gov.tw/place/index.htm> for consular districts of the ROC (Taiwan)'s foreign missions.
- There is NO COURIER SERVICE available from this office, such as Federal Express, Airborne, DHL, and UPS.
- **Since it is not advisable to send the passports to this office by international mail, non-Taiwanese living in Taiwan must have a photocopy of a valid photo ID or passport notarized first by their diplomatic/consular missions in Taiwan and then authenticated by the Bureau of Consular Affairs, Ministry of Foreign Affairs in Taipei (www.boca.gov.tw) as proof of their identity.**
- Please pick up your document(s) within 60 days. This office is not responsible for the safekeeping of the documents after this time.
- Please refer to the receipt and date whenever you inquire about the status of your application by phone or by mail.

Taipei Economic and Cultural Office in NY

1 East 42nd Street, 4th Floor, New York, NY 10017

Tel: (212) 486-0088; Fax: (212) 421-7866

Email: consular.ny@taipei.org

*[APPLICATION FORM FOR DOCUMENT AUTHENTICATION](#)