

Power of Attorney, Letter of Authorization, Disclaimer to Inheritance and other documents with signature

Dated: 8/1/2014

Applications in person:

1. A completed application form.
2. Completed Power of Attorney forms (please use Form 1 provided by the Bureau of Consular Affairs), letter of authorization, disclaimer of interest, or any other documents to be authenticated.
3. The applicant's valid passport or ROC national identity card (returned after the original inspection), along with a photocopy. If the ROC (Taiwan) passport has expired or been lost, the applicant must apply for a renewal or reissue.
4. Bring form (Power of Attorney, letter of authorization, disclaimer of interest, or any other document) and sign it in front of the consular officer.
5. If the applicant is a ROC (Taiwan) citizen/national and intends to use their Chinese name, he or she must submit a valid ROC (Taiwan) passport. If a foreigner cannot provide any form of official identification with a Chinese name, he/she may only use identification his/her English name.

Applications by mail or through an agent:

1. Same requirements as applying in person except Power of Attorney forms should use Form 2 provided by the Bureau of Consular Affairs.
2. If applying by mail, foreign passports must be certified as true copies by their related government/embassy or consular office.
3. The applicant must first have their documents notarized by a notary public. The notary public must also state the exact time and date of signature. The applicant must sign both in English and Chinese. After this has been completed, the documents must then be verified by a county or city clerk. After these steps have been completed, documents may then be sent by mail, or brought by a commissioned agent, to this office for authentication.
4. Notice: business documents, document authorizations involving significant identity matters or interests in property (such as those related to authentications of seal certifications, real estate, inheritance, or matters such as adoption or wills, disclaimer or renuncements of inheritance) must go through an additional process if applying by mail or an entrusted agent. Please first have the

documents notarized by a notary public within the consular jurisdiction, then by the city or county clerk before being verified by the state authority in charge of such affairs (such as the Secretary of State). After the third verification has been completed, the document may be sent or brought to this office. If the aforementioned procedure has not been completed, this office will not be able to receive the documents.

5. After the aforementioned verifications have been completed, any additions or deletions will render the documents unacceptable.