

# AUTHENTICATION REQUEST

Date \_\_\_\_\_

Name \_\_\_\_\_  
(nombre)

Address \_\_\_\_\_  
(direccion)

City/State/Zip \_\_\_\_\_  
(direccion)

Phone \_\_\_\_\_ Email \_\_\_\_\_  
(numero de telefono)

Destination Country or Embassy \_\_\_\_\_  
(pais)

## CALL or MAIL

Authentication of documents takes approximately **5 business days after receipt** to complete under normal circumstances. Please allow more time for authentications that contain more than 10 documents. Only one request form is needed per package.

The cost for authentication is **\$10.00 per document**. Cash, check, or money order made payable to the Secretary of the Commonwealth is accepted.

When mailing a request, please **include** a self addressed prepaid envelope. Fed Ex is our preferred expedited mail service.

Please make sure that all marriage, birth, death, and divorce certificates have been issued from the Department of Vital Records in the **past 12 months**. They can be reached at 804-662-6200. All other documents must be properly notarized by a Virginia notary and **less than one year old**.

### MAIL YOUR REQUEST TO:

Secretary of the Commonwealth  
Attn: Authentication Department  
1111 East Broad Street- 4<sup>th</sup> Floor  
Richmond, Virginia 23219

### FOR INFORMATION:

[socmail@governor.virginia.gov](mailto:socmail@governor.virginia.gov)  
Phone: 804-692-0115  
Fax: 804-371-0017  
[www.commonwealth.virginia.gov](http://www.commonwealth.virginia.gov)