



Office of the Lt. Governor

Document Authentication Request Form

350 North State Street, Suite 220, P.O. BOX 142325 Salt Lake City, UT 84114 Phone: (801) 538-1041

Email: authentications@utah.gov Website: authentications.utah.gov

INSTRUCTIONS Please read carefully and complete all fields.

- Once completed, send this **form** with **payment, documents** to be authenticated, and a self-addressed return **envelope** to the address above.
 - * International shipping** can be purchased for an additional **\$10** (sent via USPS – does not including tracking)
 - *If you are mailing this form and are paying for expedite service, please **contact our office** on the **day you expect your document to arrive**. Failure to confirm your document's arrival may delay your request.
 - *Our mailing service is USPS. **We do not provide tracking numbers**. If you would like a tracking number, please provide a prepaid envelope completed with tracking and shipping information. **We are not liable for documents lost in the mail.**

1. Contact Information

| | | | |
|--------------|-------|---|------------------|
| Name | | Date / / | |
| Address | | City | State & Zip Code |
| Phone Number | Email | Preferred form of contact: Email Phone | |

2. Document Information

| | |
|--|---------------------|
| Country where document(s) will be used | Number of documents |
|--|---------------------|

3. Types of Service and Pricing

| | |
|---|--|
| Regular Service: \$15 per document Processing time: 3 – 5 business days | Please notify me to pick up my documents Please mail document(s) to me (allow extra days for mailing) |
|---|--|

Expedite Services: (Please note this does not include expedite shipping or a tracking number)

| | |
|--|--|
| Next Business Day Service: \$40 per document Will be processed the next business day | Please notify me to pick up my documents Please mail document(s) to me (allow extra days for mailing) |
| Same Day Service: \$65 per document Processed the same day it is received | Please notify me to pick up my documents Please mail document(s) to me (allow extra days for mailing) |

4. Payment

Acceptable forms of payment include: check, cash, money order, all major credit cards

Credit Card Information

Card number: _____

Expiration date: _____ CVV Code: _____

Name on card: _____

Authorization signature: _____

Office Use Only:

Amount due: \$ _____ Type: _____

Receipt # _____

Date paid ___/___/___

Date picked up/ mailed ___/___/___

Notes: _____
