

How to fill out Authentication Application Form (G1) for use in China

How to fill out authentication application form for CIVIL document (adoption, etc)

Section 1 Applicant (For Individual Use Only)

- Please complete this section
- Type of ID can be passport or driver license. Passport is preferred
- Applicant must be over 18 years old. Please provide parent information, if document is for minor.

Section 2 Applicant (For Company/Organizations Use Only)

- Please leave it blank, if it is civil document.

Section 3 Content of Legalization

- Please check box(es) to indicate the type of document(s) need authentication

Section 4 Purpose and Destination of Legalization

- Please check box(es) to indicate the purpose of legalization
- Please indicate where in China the document(s) to be used.

Section 5 Supporting documents and Copies of Legalization

- Total number of documents need to be authenticated. Numbers on both sides must be the same.

- One document means all pages stapled together by the secretary of the state. Do not remove staples or re-staple them by yourself, doing so will invalidate the document.

Section 6 Processing Time

- Please select a service level

Section 7 Agent

- Leave this section blank

Section 8 Declaration of the Applicant/Agent

- Please sign in **2** places where is says "Signature of applicant".

How to fill out authentication application form for COMMERCIAL/BUSINESS/LEGAL document

Section 1 Applicant (For Individual Use Only)

- Please leave it blank, if it is commercial document.

Section 2 Applicant (For Company/Organizations Use Only)

- Name of company, address, and phone: Please put down the information of the company whose document needs to be authenticated. A photocopy of this company's business filing or business evidence document is also required.
- Legal representative should be the owner or executive of the business.

Section 3 Content of Legalization

- Please check box(es) to indicate the type of document(s) need authentication

Section 4 Purpose and Destination of Legalization

- Please check box(es) to indicate the purpose of legalization
- Please indicate where in China the document(s) to be used.

Section 5 Supporting documents and Copies of Legalization

- Total number of documents need to be authenticated. On the left side, please list the total number of original documents, on the right side, list total numbers of copies of the original as supporting document, numbers on both sides must be the same.
- One document means all pages stapled together by the secretary of the state. Do not remove staples or re-staple them by yourself, doing so will invalidity the document.

Section 6 Processing Time

- Please select a service level

Section 7 Agent

- Leave this section blank

Section 8 Declaration of the Applicant/Agent

- Please sign in **2** places where is says "Signature of applicant".