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1. What process must documents go through in order to be used in China?

A: American citizens should apply for notarization through a local Notary Public. Documents notarized by a Notary Public can not be directly used in China before they are:

1) authenticated by the Secretary of State (Financial Secretary in New Jersey) first. In the States of New York, Ohio and New Jersey, documents may be required to be authenticated by a County Clerk (Please consult with your Notary Public or the office of the Secretary of State), and

2) authenticated by the Consulate General of China.

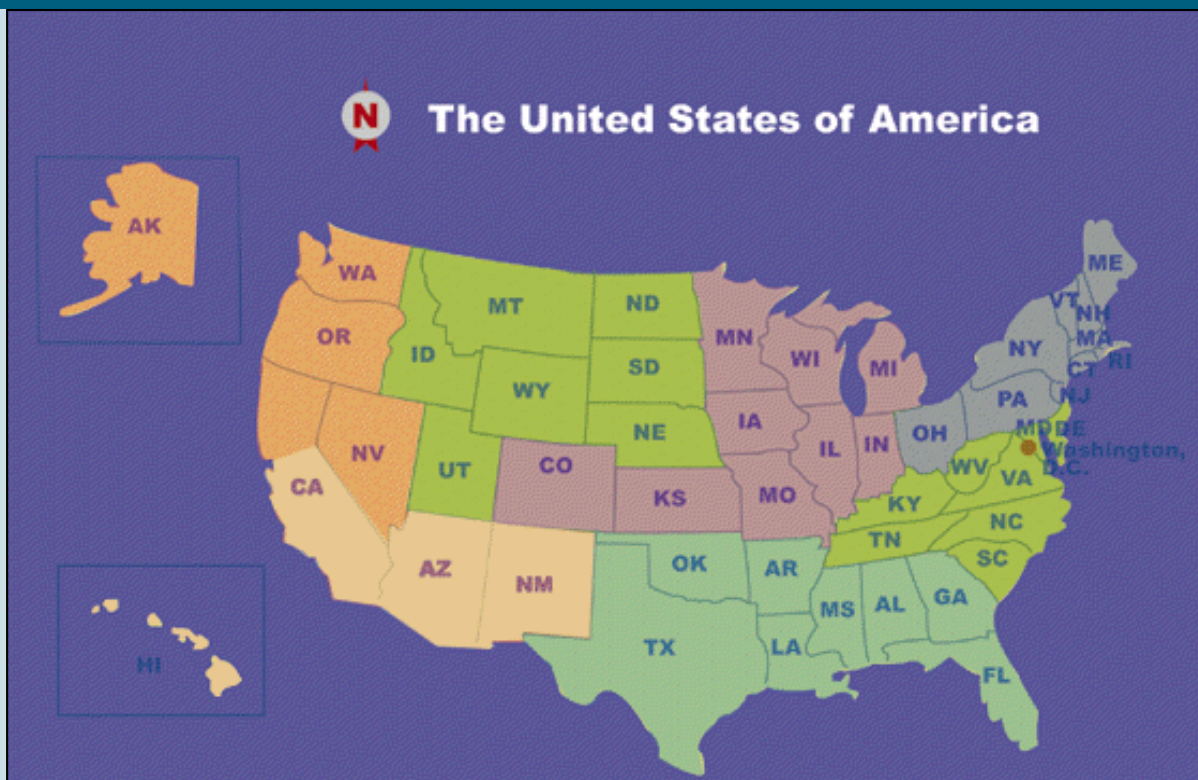
After these steps, documents can be used in China.

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2. Which Chinese Consulate shall I apply to for my documents to be authenticated?

A: The Chinese Embassy and Consulate General have their own consular districts. The Chinese Embassy or each Consulate only authenticate documents that have already been authenticated by the relevant Secretary of State which belongs to its consular districts. The Chinese Consulate General in New York only authenticates documents which have already been authenticated by the Secretaries of the following States: **Connecticut, Maine, Ohio, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont.**

Click the name of your State on the following picture to visit the website of the Chinese Embassy or relevant Consulate.



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3. What are the requirements for authentication?

A: Applicants of authentication are required to submit:

- 1) Original documents to be authenticated;
- 2) One copy of the documents to be authenticated.
- 3) One clearly and completely filled out **Application Form for Authentication or Notarization (G-1)**.
- 4) In cases of commercial authentication, a copy of the company's license and good standing certificate of the company are required.

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4. Can I apply for notarization from the Consulate General for documents issued in China.

A: Documents issued in China to be used in foreign countries must complete all the following procedures:

- 1) Documents should be notarized by a Notary Public in China;
- 2) Documents should be authenticated by a provincial Office of Foreign Affairs Office or the Consular Department of the Ministry of Foreign Affairs;
- 3) Documents should be authenticated by an Embassy or Consulate General of the relevant country.

After all these procedures, documents can be used in the relevant country.

Chinese Embassies or Consulates do not notarize or authenticate documents issued in China.

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5. Can I apply for authentication by mail?

A: Yes. Please follow colosely the instructions on ***Authentication*** and ***Application by Mail***.

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