



State of Utah  
Office of the Lieutenant Governor  
Document Authentication Request Form  
For Adoption ONLY

(801) 538-1041  
Website:  
authentications.utah.gov Email:  
authentications@utah.gov

350 N. State Street, Suite 220  
PO Box 142325  
Salt Lake City, Utah 84114

**For Office Use Only:**

Receipt # \_\_\_\_\_  
Amount Due \$ \_\_\_\_\_ Type \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Mailed/Pick up \_\_\_\_\_  
Notes: \_\_\_\_\_

**Important Information**

*Carefully review information on the website if you have any questions concerning your authentication request.*

\*Please note that the office of the Lt. Governor does not track mail once it has left the office, and is not responsible for items lost in the mail. Documents will be sent using USPS first class postage if a prepaid shipping option is not provided.

\*Processing time does NOT include shipping. If you would like your documents sent to you, allow extra days for mailing.

**Checklist**

*(Please verify the following to avoid delays with your request)*

- ☐ Each section is completely filled out
- ☐ Enclosed payment
- ☐ Document(s) to be authenticated are enclosed
- ☐ \*Self-addressed envelope
- ☐ **Signature affirming that requested document(s) are for adoption purposes only**

**Section 1. Adoption Information**

Name of Adoption agency		Number of documents	
Foreign Country where Documents will be used		Type(s) of document(s) (i.e. birth certificate, financial records, etc.)	
<b>By signing, you certify that all documents requested are strictly for the purpose of an adoption.</b> I certify that the requested document(s) is (are) for use in adoption proceedings for one or more children. Signature: _____			

**Section 2. Requestor Information**

Requestor's First Name		Requestor's Last Name	
Address	City	State	Zip Code
Phone Number	Email	Preferred Method of Contact Email Phone	

**Section 3. Fees and Processing Times (per document)**

**Delivery Options (please select ONE)**

- ☐ \$10: 3-5 business days
- ☐ \$44: Next business day (\$10 + \$34 expedited fee)
- ☐ \$84: Same day – up to 2 hours (\$10 + \$74 expedited fee)

- ☐ Pick up in person
- ☐ Mail to the above address (NO TRACKING)
- ☐ Mail in the included prepaid envelope
- ☐ \$10 International shipping fee without a prepaid envelope

*\*For guaranteed same day service, please include a FedEx prepaid envelope. All other shipping options are not guaranteed to be mailed out the same day received.*

**Section 4. Credit Card Information**

Name on Card	
Expiration Date	CVV Code
Card Number	Authorization Signature