



State of Utah
Office of the Lieutenant Governor
Document Authentication Request Form

(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/Picked _____
Notes: _____

Important Information

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

* Please note 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 with NO TRACKING if a pre-paid 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 all the following to avoid delays with your request)

- Each section below is completely filled out
- Payment is enclosed
- Document(s) to be authenticated are enclosed
- Self-Addressed envelope¹
- Signature affirming that requested document(s) are for adoption purposed 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.)
<p>By signing, you certify that all documents requested are strictly for the purpose of an adoption. I certify that the requested document(s) is (are) for use in adoption proceedings for one or more children. Signature _____</p>	

Section 2. Requestor Information (If selecting the Digital Delivery Option, an address is not required.)	
Requestor's First Name (Your First Name)	Requestor's Last Name (Your Last Name)
Address	City
State	Zip
Phone Number	Email

Section 3. Service and Pricing Per Document	Section 4. Delivery Options (Please Select ONE)
<input type="checkbox"/> \$10 Processed in 3-5 business days <input type="checkbox"/> \$44 Processed in 1 business day <input type="checkbox"/> \$84 Processed within 2 hours ¹	<input type="checkbox"/> Digital Delivery (\$69.95) ^{1&2} <input type="checkbox"/> Pick up in person <input type="checkbox"/> Mail to the above address (No Tracking - USPS) <input type="checkbox"/> Mail in the included prepaid envelope <input type="checkbox"/> \$10 International shipping fee without a prepaid envelope
<p>¹ For guaranteed same day service, please select Digital Delivery, or include a FedEx prepaid envelope. All other delivery options are not guaranteed to be sent out the same day received. ² Digital Delivery includes an encrypted PDF that is securely delivered to you and to any recipients listed in Section 6. You may use the digital file as many times as needed, and share it with unlimited recipients, while always retaining the original for future use. Delivery is instant after processing, and includes Proof of Delivery.</p>	

Section 5. Credit Card Information (Billing Zip Code Required)		
Name on Card		
Expiration Date	CVV Code	Billing Zip Code
Card Number	Authorization Signature	



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Section 6a. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6b. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6c. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6d. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6e. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6f. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6g. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country

Section 6h. Digital Recipient Information (Optional)		
Recipient's First Name		Recipient's Last Name
Phone Number	Email	Destination Country