



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

(801) 538-1041  
 Website: [authentications.utah.gov](http://authentications.utah.gov)  
 Email: [authentications@utah.gov](mailto:authentications@utah.gov)

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

For UPS, FedEx:  
 Office of Lieutenant Governor  
 350 N. State Street, Suite 220  
 Salt Lake City, Utah 84103

For Office Use Only:

Receipt # \_\_\_\_\_

Amount Due \$ \_\_\_\_\_ Type \_\_\_\_\_

Date Received \_\_\_\_\_

Date Mailed/Picked up \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

**COVID-19 Updates: Starting Monday, March 23, 2020, we will only be accepting documents via mail and returning them via mail. Pickup service will no longer be available. If same-day service is necessary, you may schedule an appointment related to authentications by calling (801) 538-1041. Calls will be accepted Monday – Friday, 8:00 am – 5:00 pm.**

|  |   |
|--|---|
| <p><b>Important Information</b><br/> <i>Carefully review information on the website if you have any questions concerning your authentication request.</i></p> <ul style="list-style-type: none"> <li>* 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 if a prepaid shipping option is not provided.</li> <li>* Processing time does NOT include shipping.</li> </ul> | <p><b>Checklist</b><br/> <i>(Please verify all the following to avoid delays with your request)</i></p> <p>Each section below is completely filled out<br/>         Payment is enclosed<br/>         Document(s) to be authenticated are enclosed<br/>         *Self-addressed envelope</p> |
|--|---|

| Section 1. FOREIGN COUNTRY in which your documents will be used: | Number of Documents |
|--|---------------------|
| Name of Foreign Country  |                     |

| Section 2. Requestor Information |       |   |          |
|----------------------------------|-------|---|----------|
| Requestor's First Name           |       | Requestor's Last Name   |          |
| Address                          | City  | State   | Zip Code |
| Phone Number                     | Email | Preferred Method of Contact<br>Email                      Phone |          |

| Section 3. Fees and Processing Times (per document)   | Delivery Options (please select ONE)  |
|---|---|
| <p>\$20: 3-5 business days</p> <p>\$55: Next business day (\$20 + \$35 expedited fee)</p> <p>\$95: Same day – up to 2 hours (\$20 + \$75 expedited fee)</p> <p><b>* Preferred methods of payment are card (written below) and check. We will accept cash if you do not have an alternative method of payment. Please put check and cash in a sealed envelope.</b></p> | <p>Mail to the above address (NO TRACKING)</p> <p>Mail in the included prepaid envelope</p> <p>\$10 International shipping fee without a prepaid envelope</p> <p><b>* Due to COVID-19, we are no longer letting customers pick up their documents. All documents must be mailed out. If you wish to have tracking, you must provide your own trackable return envelope.</b></p> |
| <p><i>* 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.</i></p>   |   |

| Section 4. Credit Card Information |                         |
|------------------------------------|-------------------------|
| Name on Card                       |                         |
| Expiration Date                    | CVV Code                |
| Card Number                        | Authorization Signature |