



REQUEST FOR AUTHENTICATIONS SERVICE

SECTION 1: CUSTOMER CONTACT INFORMATION

Name <i>(Last, First, MI)</i>		Suffix/Prefix	E-mail
Home Phone		Extension	Cell Phone
Work Phone		Extension	Case Type <i>(If Federal Agency Must Be Official Business)</i> Specify _____
Country	Formal Mailing Address		
	Line 1 _____		
	Line 2 _____		
	City _____		
	State _____ ZIP Code _____		

SECTION 2: COURIER/REPRESENTATIVE CONTACT INFORMATION

Are you submitting/retrieving this request on behalf of another individual?	Name <i>(Last, First, MI)</i>	
Company	Phone Number	Extension

SECTION 3: SHIPPING DETAILS *(FOR MAILED IN REQUESTS ONLY)*

Delivery Method	Specify _____
Tracking Number	
Shipping Address	Shipping Address
<input type="checkbox"/> Same address as above	Line 1 _____
Country	Line 2 _____
	City _____
	State _____ ZIP Code _____

SECTION 4: DOCUMENT INFORMATION *(CONTINUED ON NEXT PAGE)*

Country	Number of Documents	Document Type	Document Label <i>(Official Use Only)</i>

SECTION 5: PROJECTED COST

Total Number of Documents	Estimated Cost

Name (Last, First, MI) 	Suffix/Prefix	E-mail
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SECTION 4: ADDITIONAL DOCUMENTS (CONTINUED)
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Country	Number of Documents	Document Type	Document Label (Official Use Only)

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INSTRUCTIONS
<p>PURPOSE</p> <p>Form DS-4194 is used by the U. S. Department of State for documents submitted by U.S. citizens and foreign nationals. The Authentications Office is responsible for signing and issuing certificates under the Seal of the U. S. Department of State for documents being submitted to foreign countries.</p> <p>INSTRUCTIONS</p> <p>Complete one copy of this form for yourself or your company to be submitted with your documents and payment. You must submit a new cover letter for each request. Failure to do so will result in your case being rejected and documents being returned.</p> <p>WARNING</p> <p>Any false statement or concealment of a material fact may result in a delay or un-authenticated documentation.</p> <p>FORM</p> <p>DS-4194</p>
SECTION 1: REQUESTOR'S CONTACT INFORMATION
<p>Provide individual's full name or company's name (<i>complete spelling</i>). Indicate e-mail address; telephone number(s) home, work and/or cell.</p> <p>If the document(s) were mailed or hand carried for a Federal Agency for Official Government business please indicate agency name, bureau and/or office acronyms. Provide formal mailing address (<i>include street address, city or town, zip code, province or country</i>).</p>
SECTION 2: SUBMITTER'S CONTACT INFORMATION
<p>If you are submitting/or retrieving a request on behalf of someone other than yourself or a company, please provide specific and detailed information. The full name of the individual's or company's name is required to properly search the database.</p> <p>If you are retrieving document(s) your name must appear in section 2 of the intake form and State issued identification is required.</p> <p>Provide individual's full name or company's name (<i>complete spelling</i>). Indicate e-mail address; telephone number(s) day time, evening or cell number.</p>
SECTION 3: METHOD OF RETURN (MAIL-IN)
<p>Indicate delivery method (<i>type of mail service used to return the document</i>). If this information is available, provide a tracking number and include all letters and numbers (<i>i.e., DOS, USPS, FED/EX, UPS, DHL & Others</i>). Indicate the complete address that the document (s) will be returned to for proper delivery.</p> <p>It is imperative that the complete address is entered accurately! (<i>i.e., street address, city, state, ZIP code & country</i>). REVIEW INFORMATION FOR ACCURACY!</p> <p><u>Please note:</u> All documents submitted will be returned to one location.</p>
SECTION 4: DOCUMENT INFORMATION
<p>Indicate the country (<i>or countries</i>) of use, the number of documents, and the document type. (<i>A maximum of 15 documents are allowed per customer/company person for walk-in services</i>).</p>
SECTION 5: METHOD OF PAYMENT
<p><u>Please note:</u> The authentication processing fee is \$8.00 per document, not per page. This fee will be charged regardless of whether you receive an authentication certification or a correspondence letter. This change in policy will take effect on April 1, 2012. Please pay the total amount shown in the estimated cost field. (<i>The exact amount is required.</i>)</p> <p>Allowable payment methods include U.S. Postal Money Orders, checks (<i>personal, corporate, certified, cashiers, travelers</i>) all payable to "U.S. Department of State."</p> <p>Walk-in service only: In addition to the payment methods noted above; Credit Cards and Debit/Check Cards (VISA, MasterCard, American Express, Discover) are accepted.</p>