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

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 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 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 envelope

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 Email Phone	

Section 3. Fees and Processing Times (per document) / Delivery Options (please select ONE)

Section 3. Fees and Processing Times (per document)	Delivery Options (please select ONE)
$20: 3-5 business days $55: Next business day ($20 + $35 expedited fee) $95: Same day – up to 2 hours ($20 + $75 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**