



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.)	

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: _____

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)

- \$10: 3-5 business days
- \$45: Next business day (\$10 + \$35 expedited fee)
- \$85: Same day – up to 2 hours (\$10 + \$75 expedited fee)

Delivery Options (please select ONE)

- 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