

## 中华人民共和国驻外使领馆公证认证申请表

## Application Form of Notarization/Legalization of the Embassy/Consulate of the People's Republic of China

### 1、个人申请 Applicant (For Individual Use Only)

姓名 Name	中文:	性别 Gender	<input type="checkbox"/> 男 M	国籍 Nationality	
	English:		<input type="checkbox"/> 女 F	出生地点 Place of Birth	
出生日期 Date of Birth dd/mm/yyyy	身份证件种类 Type of ID				职业 Occupation
	身份证件号码 Number of ID				
联系地址 Address			电话 Tel.		
代理人姓名 Name of Agent	中文:	性别 Gender	<input type="checkbox"/> 男 M	国籍 Nationality	
	English:		<input type="checkbox"/> 女 F	与申请人关系 Relationship to the Applicant	
身份证件种类 Type of ID		身份证件号码 Number of ID			
联系地址 Address			电话 Tel.		

### 2、企业及其他组织申请 Applicant (For Company/Organizations Use Only)

企业或其他组织名称 Name of Company/Organization					
联系地址 Address			电话 Tel.		
代理人姓名 Name of Agent	中文:	与企业/其他组织的关系 Relationship			
	English:				
身份证件种类 Type of ID		身份证件号码 Number of ID			
联系地址 Address			电话 Tel.		

### 3、公证、认证的内容 Content of Notarization/ Legalization

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### 4、公证、认证的使用目的 Purpose of Notarization/ Legalization

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### 5、提交材料及申办公证认证的份数 Appendix and Copies of Notarization/ Legalization

	份数 Copies	
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### 6、申请人/代理人声明 Declaration of the Applicant/Agent

我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.	
申请人/代理人签名: Signature of Applicant/Agent:	申请日期: Date of Application:

发证机关专用栏 For Official Use Only	接案人、接案日期:	公(认)证号:	签署人、签署日期:
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注: 本申请表必须逐项填写完整。 Note: This form must be filled in item by item without any omission.

## 注意事项

一、拟送往中国使用的文件均须经中国总领馆公证或认证后，方可前往中国使用。本馆只受理领区 (Connecticut, Maine, Ohio, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island 和 Vermont) 范围内中国公民的公证认证申请或外国公民的认证申请。

二、本馆受理中国公民的委托书、声明书、健在证明、定居证明、身份证明等的公证。其中部分文件请向当地公证员申请公证。需申请人本人到场的公证，如委托公证、声明书公证等，申请人必须持中国护照及相关材料亲自来本馆办理。

三、外国公民 (包括美籍华人) 拟在华使用的文书，本馆不予公证 (健在证明除外)。请向当地公证员申请公证。

四、美国公证员出具的公证书，须先向本州州务卿 (Secretary of State) 申请认证，然后再向本馆申请认证。根据当地要求，纽约、新泽西及俄亥俄州出具的公证书在州务卿认证前可能还需经公证员所在县的 County Clerk 认证。

五、申请人公证、认证须提交: 如实、完整填写的“公证认证申请表”、申请人的有效身份证件 (护照等)、需认证的文书原件和复印件、与申请有关的证明材料等。

## Notes of Authentication

(非译文 / *Non-translation*)

Documents notarized in the USA must be authenticated by the Chinese Embassy or a Chinese Consulate General in the United States before they are sent to China.

The Notarized documents should be authenticated separately by the Secretary of State. In the states of New York, New Jersey and Ohio, documents may be required to be legalized by County Clerks before they are sent to the relevant Secretaries of States.

The Chinese Consulate General in New York only authenticates documents which have already been authenticated by the following Secretaries of States: Connecticut, Maine, Ohio, Massachusetts, New Hampshire, New Jersey; New York; Pennsylvania, Rhode Island and Vermont.

Applicant is required to submit: a completely filled application form, passport or ID, original documents and copies and other relevant documents. In cases of commercial authentication, a copy of the company's license and good standing certificate of the company are required.

总领馆地址 / Address: 520 12<sup>th</sup> Ave, New York, NY 10036 (位于 42 街上 / on the 42<sup>nd</sup> St.)

语音中心 / Information Center:  
(212) 868 2078

网址 / Web Site:  
<http://www.nyconsulate.prchina.org>