《认证申请表》填写说明

Instructions for filling in the Certification Application Form

以下为填表说明与注意事项，请仔细阅读后填写表格。

The following are the instructions and notes for filling in the form. Please read carefully and fill in the form.

1. 自2017年11月15日起，中国驻美国（华盛顿、纽约、旧金山、洛杉矶、芝加哥、休斯敦）使馆/总领馆将启用新版公证、领事认证申请表，旧版申请表将不予受理。

1. Starting from November 15, 2017, the Chinese embassies/consulates general in the United States (Washington, New York, San Francisco, Los Angeles, Chicago and Houston) will use the new version of notarization and consular authentication application form. The old version will not be accepted.

1. 自2017起，新版认证申请表必须在计算机上填写后打印出来，手填表格不再被受理，务必使用公司网站的申请表填写并下载<http://visa.larozinc.com/wp-content/uploads/2020/07/%E8%AE%A4%E8%AF%81%E7%94%B3%E8%AF%B7%E8%A1%A8.pdf>

2.Starting from 2017, the new version of certification application forms must be filled out on the computer and printed out. Manual application forms are no longer accepted, but must be filled out and downloaded using the application form on the company website

<http://visa.larozinc.com/wp-content/uploads/2020/07/%E8%AE%A4%E8%AF%81%E7%94%B3%E8%AF%B7%E8%A1%A8.pdf>

1. "份数"为需要认证的文件的份数，不是辅助材料的份数。

3."Copies" should be the number of copies of documents requiring certification, not the number of copies of auxiliary materials.

1. 填表时，必须用英文大写字母（UPPER CASE ONLY），汉字，或二者混用。

4.Fill in the form with UPPER CASE ONLY, Chinese characters, or a combination of both.

1. 申请人签名处（共两处签名），必须手写签名。不能用扫描件或电子签名。

5.Applicant's signature (two signatures in total) must be handwritten and cannot be scanned or electronically signed.

1. 打印申请表时，必须单面打印。双面打印表格不予受理。

6.When printing the application form, it must be printed on one side and Double-sided printed forms will not be accepted.

1. 未满18岁的儿童申请认证，如果走DC大使馆和CA旧金山领馆需由父母一方先代为签儿童的姓名，后标注 （父/母代签）, 儿童签名的下方，父母分别签名。（共两处签名需要父母代签），如果走纽约领馆，未满18岁不能做申请人，由父母其中一方代申请，签名处签申请人一个人的名字。

7.For children under the age of 18, one of the parents shall sign the name of the child in advance, followed by the signature of the father/mother. At the bottom of the child's signature, the parents shall sign the name of the child respectively (two signatures in total shall be signed by the parents). If you go to the New York consulate, under the age of 18 can not be an applicant, one of the parents on behalf of the application, the signature of the applicant's name.

1. 申请表中“文书使用地”一项要填写文件使用的具体城市，比如：上海 中国，不可以只写中国。

8.In the application form, "Destination of legalization" should be filled in the specific city for document use, such as Shanghai, China. Please do not only write "China".

1. 第一栏: 普通（个人）申请填写。办理商务文件认证的不用填。

姓名Name：必须填写英文或拼音（全部大写） -- 汉字名字可填可不填。

【华盛顿DC大使馆】如果您现在居住在中国或其它国家，“家庭住址”处请不要填现住址，请填在美国居住时的最后一个美国地址。这是大使馆的特殊要求！

电话必须填美国号码，可以用亲戚朋友的，实在没有用以前停机的旧号码。

如果您目前在美国没有工作单位，“工作机构与学校名字地址”请填“N/A” -- 请不要填您在中国的工作单位信息。

如果没有相关内容的（比如没有住宅电话）请填“N/A”。

9.Column 1: General (individual) application.Apply for business document authentication need not fill.

Name: English or Pinyin (all uppercase) must be filled in -- Chinese Name optional.

If you are currently living in China or other countries, please do not put the current address in the "home address" section. Please put the last United States address.This is a special request from the embassy!

The telephone must fill in the United States number, can use the relatives and friends of the old number, it is not used before the outage.

If you currently do not have an employer in the United States, please fill in "N/A" for "employer and school name and address" -- please do not fill in your employer information in China.

If there is no such thing as A home phone number, please fill in "N/A".

1. 第二栏：商务文件的填写，办理普通（个人）文件认证的不用填。

请看认证主页谁可以做申请人（“法定代表人”）。

10.The second column: fill in the business document, for the ordinary (personal) document authentication need not fill.

Please see the certification homepage for who can be the applicant (" legal representative ").

1. 第四栏：请如实填写即可，如在中国注册公司，办理居留手续，买卖房屋等。请注意，不要在“签证 Visa”处打勾，如果是办理Visa请选“其它”，然后填“办理工作许可work permit”或者其他内容。

11.Column 4: Please fill in the form truthfully, such as registering a company in China, going through residence formalities, buying and selling houses, etc.Please do not tick "Visa". For Visa, select "others" and then fill in "Apply for Work Permit" or something else.

 12.申请表第二页“提交材料”处请填STATE AUTHENTICATED DOUCUMENT , ID。

12. Please fill in “STATE AUTHENTICATED DOCUMENT, ID” in the Supporting documents section on page 2 of the application form.

13. 出生证申请表第七项代办人，不要填代理的信息，填孩子父或母信息。

出生证明委托他人办理申请表上代办人仍填写法定代理人信息（如申请人父母）。

13.Agent of the birth certificate application form, do not fill in the information of the agent, fill in the information of the child's father or mother.The agent still fills in the information of the legal agent (such as the applicant's parents) on the application form for the birth certificate.

14、死亡证请使用新的表格，见附件。代办人是直系亲属，直系亲属亲笔签名。

死亡证明委托他人办理，申请表上代办人仍填写法定代理人信息（直系亲属）。

14.Please use the new form for the death certificate, see the attachment. The agent is a direct family member, signed by the immediate family member.

If the death certificate is entrusted to others, the agent still fills in the information of legal agent (direct family member) on the application form.