

Process for Authenticating Your Passport Through The Department Of State

To authenticate your Passport and hopefully get confirmation that your passport will read as a State National when scanned, please do the following:

****Please wait at least 90 days from receiving your new State National Passport before sending your Certified document to the U S State Department requesting final Authentication.** ****It is highly recommended to make color copies of these documents and certification pages along the way because it will be very difficult to do this after your pages have been secured by their gold grommets.**

1. First, you must have a color copy of the photo page of your Passport notarized by a notary certifying that this color copy is a true copy of the original document (see included Notarial Certification page).
2. You must send this color copy and notary page to your State's SOS along with their application (**you need to search your state's SOS's website for their application and instructions on how to request Certification / Apostille for your documents. However, for this process you will request Certification**) requesting CERTIFICATION (**not Apostille**) of this document for use in a non-Hauge country (You can look up the Hauge Convention and countries that are not listed would be non-Hauge. We have used Canada

and Indonesia successfully). Along with payment (check or money order) that they require for this service and a cover letter listing the information and service you are requesting (example of a cover letter is included) They will also require a self-addressed stamped envelope/mailer; you can use USPS Priority Mail because it is a Flat Rate fee, regardless of the return weight. They will either send it back with their certification page stapled to the pages you sent them, or they will use a grommet, securing these now three pages together. Never remove this or it will invalidate this document.

3. Open and fill out the included DS4194 form using the example included, requesting Authentication (for a non-Hague country) of your included document (your state certified passport color copy). You MUST include a \$20 (check or money order) payment per document Authentication, cover letter explaining the service requested (use the cover letter example included for use with the Department of State for the US). Also include a self-addressed stamped envelope, again highly recommend using a USPS Priority mailing envelope because of the Flat Rate fee regardless of return weight.

****Because of covid, this service could take up to 90 days to receive your Authenticated color Passport copy back. ALSO, and very important: If there are any mistakes on the application or you do not send in the proper payment, the State Department WILL send back your application and documents, while still processing your payment (not return your payment) and you will have to send payment in again with your updated application, including any corrections. So, make sure that you have done this process correctly the first time.

4. When you receive their authentication back, it will have their authentication page secured by a gold grommet to your now 4 pages. NEVER separate these pages or it will invalidate this document.