

Cover Letter for BC Document Authentication Requests

Please print and enclose a completed copy of this form when submitting documents for authentication to the Order in Council (OIC) Administration Office.

1) Read and follow all of the **instructions** at www.gov.bc.ca/authentications

2) Provide your **name** and **contact information** (all fields are required).

| | |
|---------------|--------------|
| First name | Last name |
| | |
| Email address | Phone number |
| | |

3) Provide the **mailing address** to send the authenticated document to.

| | | | |
|--------------------------------------|----------------|---------|----------------------|
| First name | Last name | | |
| | | | |
| Name of organization (if applicable) | | | |
| | | | |
| Street address | | | |
| | | | |
| City | Province/State | Country | Postal code/Zip code |
| | | | |

4) Provide any **special return mail service** instructions.

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5) Enclose payment of the applicable **fee(s)** and prepaid return envelope (if applicable).

6) **Mail** or **Courier** your completed application package to:

Ministry of Attorney General
OIC Administration Office
Attention: BC Authentication Program
1001 Douglas Street (PO Box 9280 Stn Prov Govt)
Victoria, BC V8W 2C5