

Cover Letter for BC Document Authentication Requests

Please print and enclose a completed copy of this form when submitting documents for authentication to the OIC Administration Office. Note: this form is not required if your document has been notarized by a BC Notary Public and is being sent to the Society of Notaries Public of British Columbia.

1) Read and follow all of the **instructions** on: 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)		
Mailing 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) **Send** your completed application package to:

Mail

Ministry of Attorney General
Order in Council Administration Office
Attention: Authentication Program
PO Box 9280 Stn Prov Govt
Victoria, BC V8W 9J7

Courier

Ministry of Attorney General
Order in Council Administration Office
Attention: Authentication Program
1001 Douglas Street
Victoria, BC V8W 2C5