



## Request for Authentication Service

**Note: To be completed for mail-in requests only; please review instructions before completing. Please remember to sign the form.**

### Privacy Notice Statement

Global Affairs Canada (GAC) is committed to protecting the privacy rights of individuals and safeguarding the personal information under its control.

Foreign governments and organizations often require that signatures on Canadian public documents be authenticated prior to their acceptance. The Authentication and Service of Documents section of GAC provides the service of authentication with respect to Canadian public documents to be used abroad.

“Personal information” is defined as any information, in any form, about an identifiable individual as defined in section 3 of the *Privacy Act*. Personal information collected by GAC is protected from disclosure to unauthorized persons and/or agencies subject to the provisions of the *Privacy Act*. Individuals have the right to the protection of and access to their personal information and to request corrections where the individual believes there is an error or omission. For corrections, the Department’s Access to Information and Privacy Protection Division can be contacted. Please be advised that section 8(2) of the *Privacy Act* allows for disclosure without consent in limited and specific instances.

A completed Request for Authentication Service form is required by the Department for the purpose of responding to a request for authentication. The Department collects this information under the authority of the *Department of Foreign Affairs, Trade and Development Act*, section 10(2)(a).

Personal information will only be used for the purpose for which it was collected. Personal information will not be shared outside of the Division responsible for authentication. At the individual’s request, the Department will forward authenticated documents to foreign embassies, high commissions or consulates, or to other persons or institutions indicated by the requester on the form.

The Retention and Disposal Authorization (RDA) for the Request for Authentication Services form is currently under development with Library and Archives Canada (LAC).

Please note that if authenticated material is returned to the Department for any purpose (e.g. undeliverable mail) and not retrieved by the owner, it will be retained and disposed of according to the RDA that is currently under development with LAC.

Individuals have the right to file a complaint with the Office of the Privacy Commissioner of Canada regarding the Department’s handling of their personal information.



## Instructions

### Purpose

Form 2165 is used by Global Affairs Canada (GAC) to allow individuals and companies to submit requests for authentication of signatures on Canadian public documents for use abroad. This form is to be used only for mailed-in requests.

### Form

Clients must complete a form to accompany documents submitted for authentication at GAC. Each time you send in documents, they must be accompanied by a signed form. Failure to complete the form may result in your documents being returned to you without having been authenticated. **Please do not send a cover letter in addition to the form;** there is space in Section 4 of the form for additional information or comments if necessary. Please do not submit a hard copy of these instructions or the Privacy Notice Statement with your form.

Please note that for multiple persons residing at the same address, only one request form needs to be completed (see instructions at sections 1 and 3).

### Warning

While authentication does not relate to a document's content, we reserve the right to refuse to authenticate a signature on a document if its content is misleading or we believe that the document is to be used for a fraudulent purpose. You will be informed if the document cannot be authenticated. We may also refer the matter to the Royal Canadian Mounted Police.

### Section 1: Client Contact Information

Provide the name of the individual and/or company requesting the service. Indicate a contact telephone number (home, work, or cellular) and an e-mail address. For multiple persons residing at the same address, please designate a single contact person.

Provide mailing address (including street address and apartment/suite number if applicable, city, province, postal code, and country).

### Section 2: Shipping Details

The documents can be returned to the client ("Same as Mailing Address above"), forwarded to an embassy / consulate, or forwarded to another address ("Other address"). If the documents are to be forwarded to an embassy / consulate or to another address, please provide the full mailing address. **A pre-addressed return envelope with sufficient postage (for regular mail) or a prepaid courier shipping label must be enclosed with the documents.** If the documents are received without a prepaid method of return, they will be returned by regular mail without having been authenticated. **Please note that if the documents are to be forwarded to an embassy located in Ottawa, a prepaid method of delivery is not required.**

Please note that we do not accept courier waybills with account numbers. Payments in cash will be returned to sender.

We only ship documents internationally if you provide a prepaid shipping label/sticker (this excludes courier accounts). Please choose a courier company of your choice that does provide prepaid shipping labels. Please note that waybills with account numbers are not considered prepaid shipping labels.

**Please review your information to ensure accuracy.**

**Please note: all documents submitted will be returned to only one location.**

### Section 3: Document Information

Indicate type of document, number of documents of each type, and country (or countries) where the documents will be used. Use the "Additional Information" field for comments if necessary or to indicate the name that appears on the document if different from the client name from Section 1. Use one row per type of document. Provide the total number of documents submitted for authentication ("Total number of documents submitted").

### Section 4: Additional Contents / Comments

Use this section to indicate what other documents (other than those listed in Section 3) you have included with your request (e.g. documents not requiring authentication, money orders, envelopes, etc), that are to be forwarded to an embassy or consulate along with the authenticated documents. Please place any accompanying documents in a separate sealed envelope. You may also use this section to write any additional relevant information or comments if necessary.

**Payments to be forwarded to an embassy / consulate must be made by cheque or money order. Payments in cash will be returned to sender. GAC is not responsible for any loss of items sent to an embassy / consulate.**



**Section 1: Client Contact Information**

First Name		Last Name	
Company name (if applicable)			
Contact Telephone Number	E-mail Address		

**Mailing Address**

Street address (and suite if applicable)		City	
Province	Postal code	Country	

**Section 2: Shipping Details**

Shipping Address for return or onward delivery of documents

Same as Mailing Address above
  Forward to an embassy/consulate
  Other address

Shipped by

Regular mail
  Courier company (e.g. FedEx, UPS, Purolator, Xpresspost, etc)

**Shipping Address**

Name of Addressee (or embassy/consulate)			
Street address (and suite if applicable)		City	
Province	Postal code	Country	
Name of courier company		Tracking Number	

**Section 3: Document Information**

Are you requesting a Statement in Lieu of a Certificate of Non-Impediment to Marriage?  Yes  No

Type of Document (e.g birth certificate, diploma, etc)	Number of Documents	Additional Information (if necessary)	Country where the document will be used

Total Number of Documents Submitted

**Section 4: Additional Contents/Comments**

I acknowledge that I have read and understood the privacy notice statement (see above) and consent to the collection, use, sharing, retention and disposal of my personal information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)