

- 一.此表最好在WINDOWS电脑上填,在苹果电脑或是IPAD等设备填,会文字显示不完整
 二.涉及到英文字母的地方,一定要全部大写 三.第1和第2页是样本,第3和第4页才是您要填的表

中华人民共和国驻外使领馆领事认证申请表

Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China

★申请人须如实、完整、清楚地填写本表格,请逐项在空白处用中文或英文大写字母打印体填写,或在□内打√选择。The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select.

| | | | | | | | |
|--|------------------------------------|---------------------|---|--------------------------------------|------------------------------------|---|--|
| 1、个人申请 Applicant (For Individual Use Only) | | | | | | 非商业类文件,结婚证,委托书等 请填这一栏,如果是儿童出生证,填家长资料 | |
| 姓名 Name | 要填得和证件上一样,中国护照填中文最好,其它证件填英文/拼音 | | 性别 Gender | 男或女 | 出生地点 Place of birth | 比如中国或美国 | |
| 出生日期 Date of birth (yyyy-mm-dd) | 按格式填 | 国籍 Nationality | 您的国籍 | | 职业 Occupation | 没有可以填N/A | |
| 身份证件种类 Type of ID | 可以填护照(不能填中国身份证号) | | 身份证件号码 Number of ID | | 该证件号码填进去 | | |
| 工作单位或学校名称 Name of employer/school | 如果您职业一栏填了有职业,这里就一定要填,职业填N/A,这里也N/A | | 工作单位或学校地址 Address of employer/school | | 如果您职业一栏填了有职业,这里就一定要填,职业填N/A,这里也N/A | | |
| 家庭住址 Home address | 地址+邮编,一定要填美国地址,要大写 | | 电子邮箱 E-mail address | | 要大写 | | |
| 住宅电话 Home phone number | 没有就填N/A,要不一定要填美国号码 | | 手机 Mobile phone number | | 一定要填一个美国电话 | | |
| 2、企业及其他组织申请 Applicant (For Company/Organization Use Only) | | | | | | 商业文件请填第2大项 私人文件,请留空 | |
| 企业或其他组织名称 Name of company/organization | | 您的公司名字全称,和公司文件上要一样 | | | | | |
| 联系地址 Address | 按公司实际地址填,如果是美国地址,记得地址+邮编,还要大写 | | | | 电话 Phone Number | 一定要填一个美国电话 | |
| 法定代表人信息 Legal Representative of company/organization | 姓名 Name | 要填得和证件上一样 | | 出生日期 Date of birth(yyyy-mm-dd) | 按格式填 | | |
| | 证件种类 Type of ID | 可以填护照 不能填中国身份证号) | | 证件号码 Number of ID | 该证件号码 | | |
| 3、公证书或其他证明文书证明的事项 Matters certified by the notarial deeds or other certificates | | | | | | | |
| <input type="checkbox"/> 出生证 Birth certificate; <input type="checkbox"/> 结婚证 Marriage certificate; <input type="checkbox"/> 无犯罪记录证明 Certificate of non-criminal record; <input type="checkbox"/> 健康证明 Health certificate; <input type="checkbox"/> 学历证明 Diploma; <input type="checkbox"/> 委托书 Authorization letter; <input type="checkbox"/> 声明书 Statement; <input type="checkbox"/> 商业文件 Business documents; <input type="checkbox"/> 其他(请注明) Other (please specify): 勾一个合适的,没有就选其它,并注明名称,越短越好 _____ | | | | | | | |
| 4、认证办理目的和文书使用地点 Purpose and Destination of Legalization | | | | | | | |
| 办理目的 Purpose of legalization: <input type="checkbox"/> 婚姻 Marriage; <input type="checkbox"/> 寄养 Fosterage; <input type="checkbox"/> 房产 Real estate; <input type="checkbox"/> 诉讼 Litigation; <input type="checkbox"/> 签证 Visa; <input type="checkbox"/> 领养 Adoption; <input type="checkbox"/> 商务贸易 Business and trade; <input type="checkbox"/> 其他(请注明) Others(please specify): 勾一个合适的,没有就选其它,并注明名称,越短越好 _____ | | | | | | | |
| 文书使用地 Destination of legalization: CHINA (我们已经帮您填入CHINA了,您不需要再填) | | | | | | | |

| | | | |
|--|------------------------|---|---------|
| 5、提交材料及申办认证书的份数 Supporting documents and Copies of Legalization | | 这里的份数是指要被认证的文件的份数 您可以填入比如 | |
| 提交材料 Supporting documents STATE AUTHENTICATED DOCUMENTS, ID (我们已经帮您填了, 不要再填) | | 份数 Copies | 1 2 3 等 |
| 6、办理时间 Processing time 注: 加急服务须经领事官员批准, 并将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply. | | <input checked="" type="checkbox"/> 普通 Regular service <input type="checkbox"/> 加急 Express service 我们勾选了普通, 请不要变动 如果您是加急的申请, 我们会有另外的 盖章在表格上 | |
| 7、代办人 Agent | | | |
| 第7大项是奥米签证填的, 请不要填任何东西进去 | | | |
| 代办人姓名 Name of agent | 性别 Gender | 国籍 Nationality | |
| 身份证件种类 Type of ID | 身份证件号码 Number of ID | 职业 Occupation | |
| 与申请人的关系 Relationship with the applicant | 联系地址 Address | | |
| 联系电话 Phone number | 电子邮箱 E-mail address | | |
| 8、申请人/代办人声明 Declaration of the Applicant/Agent | | | |
| 我保证以上所填内容真实。如有不实之处, 本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities. | | | |
| ★ 申请人签名: _____ 日期: _____ Signature of applicant: _____ Date (yyyy-mm-dd): _____ 在这里签第1次名, 要打印出来用笔签 不要用电子签名, 签名要和其它 文件上签名一致, 请勿在这里签英文, 别的文件又签中文, 这样属于不一致 日期不写没关系 | | | |
| ★ 代办人签名: _____ 日期: _____ Signature of agent: _____ Date (yyyy-mm-dd): _____ | | | |
| 我声明, 我已阅读并理解以下内容: 领事认证是指领事认证机构根据自然人、法人或者其他组织的申请, 对国外有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能, 不对文书内容本身的真实性、合法性负责, 文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。 I hereby declare that I have read and understood the content below: The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of certifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents's content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed. | | | |
| ★ 申请人签名: _____ 日期: _____ Signature of applicant: _____ Date (yyyy-mm-dd): _____ 在这里签第2次名, 要签得上面一样 | | | |
| 以下项目仅供领事官员填写 (For Official Use Only) : | | | |
| 接案人、接案日期: | 签署人、签署日期: | 复核人 (如有)、复核日期: | |
| | | | |

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★申请人须如实、完整、清楚地填写本表格，请逐项在空白处用中文或英文大写字母打印体填写，或在□内打√选择。The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select.

| 1、个人申请 Applicant (For Individual Use Only) | | | | | |
|---|--------------------|---|--|--|--|
| 姓名 Name | | 性别 Gender | | 出生地点 Place of birth | |
| 出生日期 Date of birth (yyyy-mm-dd) | | 国籍 Nationality | | 职业 Occupation | |
| 身份证件种类 Type of ID | | 身份证件号码 Number of ID | | | |
| 工作单位或学校名称 Name of employer/school | | 工作单位或学校地址 Address of employer/school | | | |
| 家庭住址 Home address | | 电子邮箱 E-mail address | | | |
| 住宅电话 Home phone number | | 手机 Mobile phone number | | | |
| 2、企业及其他组织申请 Applicant (For Company/Organization Use Only) | | | | | |
| 企业或其他组织名称 Name of company/organization | | | | | |
| 联系地址 Address | | | | 电话 Phone Number | |
| 法定代表人信息 Legal Representative of company/organization | 姓名 Name | | | 出生日期 Date of birth (yyyy-mm-dd) | |
| | 证件种类 Type of ID | | | 证件号码 Number of ID | |
| 3、公证书或其他证明文书证明的事项 Matters certified by the notarial deeds or other certificates | | | | | |
| 结婚证 Marriage certificate; | | 无犯罪记录证明 Certificate on-criminal record; | | | |
| 出生证 Birth certificate; | | 委托书 Authorization letter; | | | |
| 学历证明 Diploma; | | 健康证明 Health certificate; | | | |
| 商业文件 Business documents; | | 声明书 Statement; | | | |
| 其他 (请注明) Other (please specify) : | | _____ | | | |
| 4、认证办理目的和文书使用地点 Purpose and Destination of Legalization | | | | | |
| 办理目的 Purpose of legalization: | | | | | |
| <input type="checkbox"/> 婚姻 Marriage; | | <input type="checkbox"/> 寄养 Fosterage; | | <input type="checkbox"/> 房产 Real estate; | |
| <input type="checkbox"/> 诉讼 Litigation; | | <input type="checkbox"/> 签证 Visa; | | <input type="checkbox"/> 领养 Adoption; | |
| <input type="checkbox"/> 其他 (请注明) Others (please specify): | | <input type="checkbox"/> 商务贸易 Business and trade; | | | |
| _____ | | | | | |
| 文书使用地 Destination of legalization: | | | | | |
| _____ | | | | | |

| 5、提交材料及申办认证书的份数 Supporting documents and Copies of Legalization | | | | | |
|---|--|------------------------|------------------------|--|--|
| 提交材料 Supporting documents | | | | 份数 Copies | |
| 6、办理时间 Processing time 注：加急服务须经领事官员批准，并将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply. | | | | <input type="checkbox"/> 普通 Regular service <input type="checkbox"/> 加急 Express service | |
| 7、代办人 Agent | | | | | |
| 代办人姓名 Name of agent | | 性别 Gender | | 国籍 Nationality | |
| 身份证件种类 Type of ID | | 身份证件号码 Number of ID | | 职业 Occupation | |
| 与申请人的关系 Relationship with the applicant | | | 联系地址 Address | | |
| 联系电话 Phone number | | | 电子邮箱 E-mail address | | |
| 8、申请人/代办人声明 Declaration of the Applicant/Agent | | | | | |
| <p>我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.</p> <p>★ 申请人签名：_____ 日期：_____</p> <p>Signature of applicant: _____ Date (yyyy-mm-dd): _____</p> <p>★ 代办人签名：_____ 日期：_____</p> <p>Signature of agent: _____ Date (yyyy-mm-dd): _____</p> | | | | | |
| <p>我声明，我已阅读并理解以下内容： 领事认证是指领事认证机构根据自然人、法人或者其他组织的申请，对国外有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能，不对文书内容本身的真实性、合法性负责，文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。 I hereby declare that I have read and understood the content below: The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of certifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents's content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed.</p> <p>★ 申请人签名：_____ 日期：_____</p> <p>Signature of applicant: _____ Date (yyyy-mm-dd): _____</p> | | | | | |
| 以下项目仅供领事官员填写 (For Official Use Only) : | | | | | |
| 接案人、接案日期： | | 签署人、签署日期： | | 复核人（如有）、复核日期： | |
| | | | | | |