

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

Please do not send a cover letter in addition to the form.

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.

Please note that if the documents are to be forwarded to an embassy/consulate located in Ottawa only, a prepaid method of delivery is not required as the documents will be delivered by courier at no expense to the client. Documents received without a prepaid method of return may be returned without being authenticated.

Please choose a courier company of your choice that provides prepaid shipping labels/envelopes. Please note that waybills with account numbers are not considered prepaid shipping labels and therefore will not be accepted or utilized if included in with your documents: documents will be returned by regular mail.

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

Section 3: Statement in Lieu of non-impediment to marriage

Please indicate clearly whether or not you are requesting a Statement in lieu of non-impediment to marriage to be issued by GAC by selecting yes or no.

Section 4: Document Information

Indicate type of document, number of pages for each type, Canadian province or country where the document was issued, and country (or countries) where the documents will be used, for each document submitted for authentication.

All documents and money orders designated for the embassy/consulate that do not require authentication should be placed in a sealed envelope addressed to the embassy/consulate.

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.

Please review the information provided to ensure accuracy before printing and submitting.

Please mail your documents to the attention of the Authentication Services Section (JLAC) at the following address:

Authentication Services Section (JLAC)
Global Affairs Canada
125 Sussex Drive
Ottawa, Ontario, Canada
K1A 0G2

Section 1: Client Contact Information

First Name Mark		Last Name Lepore	
Company name (if applicable)			
Contact Telephone Number (519) 341-4125	E-mail Address mlepore@hotmail.com		
Street address (and suite if applicable) 636 Shafer Avenue		City Sault Ste Marie	
Province Ontario	Postal code P6C3R9	Country Canada	

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)

Section 3: Are you requesting a Statement in Lieu of a Certificate of Non-Impediment to Marriage? Yes No

Section 4: Document Information

Type of Document (e.g birth certificate, diploma, etc)	Number of documents and/or copies	Canadian province or country where the document was issued	Country where the document will be used
Long Form Birth Certificate	1	Ontario	Nicaragua
Total Number of Documents Submitted	1		

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) **2022-02-04**