

<p><b>For Office Use Only:</b>                  Date Received: _____ by _____                  Return Shipping: _____ via _____</p>
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## Authentication Order Form

**Applicant Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please check the boxes for services you request.

**1) Certified Document Translation**

We only use Canadian certified translators to translate your documents. Rates vary depending on document type, service type and content. Please ask us for details. Translation is not mandatory for Consulate authentication. Confirm with authority; otherwise, we can skip.

**2) Lawyer Notarization (on first set) \$79**

Only BC lawyers on file can notarize your documents without any delays. Our lawyer can expedite the service for all clients upon request within 2 business days or less. Please note BC government won't recognize lawyers from other provinces but only BC.

**3) Provincial Authentication (on first set) \$109**

It is mandatory to have BC provincial authentication before processing authentication at the Consulate in Vancouver, so please check this if you also request Consulate authentication. It will take about 6 business days or less for provincial authentication.

**4) Consulate Authentication (on first set) \$\_\_\_\_\_**

For Chinese Consulate authentication, Type A document is for personal use, for example, employment or residency registration in China, while Type B document is for commercial use such as company registration. Below is the service fee and processing time.

Service & Process Time	Type A	Type B
<b>Regular</b> (5 business days)	\$111	\$192
<b>Express</b> (3 business days)	\$213	\$294
<b>Rush</b> (next business day)	\$273	\$355

**5) Additional Set Authentication \$\_\_\_\_\_ X \_\_\_ (number of set)**

If your documents are requested to be authenticated separately, it is \$159 for each additional set of authenticated documents processed with Regular service, while it is \$249 and \$279 for each additional set processed with Express and Rush service.

**6) Criminal Record Check with Fingerprints \$299 without \$279**

If you are now outside of Canada but need a Canadian police certificate with fingerprints, this service will include digitization of fingerprints, RCMP fee, RCMP certificate and shipping.

**7) Document Return Shipping Fee \$ \_\_\_\_\_**

Documents can be returned to anywhere in Canada and outside of Canada. Our discounted shipping rate is such: \$20 BC, \$25 AB/SK/MB, \$30 ON/QC, \$35 NL/NB/NS/PE, \$40 USA, \$60 China and please inquire us the cost for your shipping destination not listed.

**8) Scanning Fee \$5**

Usually your employer can expedite their process with scanned copies. We can email you scanned copies before shipping all documents back to you by courier.

All prices listed include taxes and our service fees already. An invoice will be given in the document return package once completed.

**Total Payment (add item 1 to 8): \$ \_\_\_\_\_**

If you pay by interact-transfer, please email to [info@mychinavisa.ca](mailto:info@mychinavisa.ca). If paying by credit card, you hereby authorize us to charge the credit card provided below.

**Credit Card Number:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_ / \_\_\_\_      **Security code on the back:** \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

### Your Return Shipping Address

**Name** \_\_\_\_\_ **Phone ( \_\_\_\_\_ )** \_\_\_\_\_

**Company**  
\_\_\_\_\_

**Address**  
\_\_\_\_\_

**City** \_\_\_\_\_ **Province / State** \_\_\_\_\_

**Country** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Delivery Signature (Optional):**    Signature required (\$3)       Deliver without signature

### Sending Your Application

**You can drop off your application documents to us or send all required documents to the following address by courier – FedEx, UPS, DHL, Purolator, or Xpresspost.**

**China Visa Canada Service  
500 Sixth Avenue, Suite 110,  
New Westminster, BC V3L 1V3 Canada  
Tel: 604-522-2550**