

A2_E 【Birth, Marriage, Death, and Cremation Certificates】 Checklist

※ Document authentication takes **2 weeks** ※ Place this completed checklist on top of your application documents

※ Important Notes

1. TECO-SF can only authenticate documents issued by government entities in our consular district (Northern California, Nevada, and Utah). For Federal documents (e.g., FBI record checks), contact TECRO in Washington, D.C.
2. Regulations prevent TECO-SF from authenticating US marriage certificates documenting the marriage of Taiwan citizens to citizens of certain third countries. Please check the Bureau of Consular Affairs (BOCA) website for details.
3. Verify that the **English names, birth dates, and birthplaces** of all **relevant individuals** on the document **exactly match** the information on their **passport** (Taiwan passport if they are a citizen of Taiwan). If mismatched, include a supplementary document (e.g., U.S. naturalization certificate, name change court order, marriage certificate) explaining any inconsistencies.
* Name mismatches due only to spacing and hyphenation or the abbreviation of middle names are acceptable. Errors on original documents must be corrected by the original issuing authority.

I. Essential Documents

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- ☐ **1. Application Form for Authentication: Birth Certificate Applicant:** The applicant can be the person born or either parent. **Death and/or Cremation Certificate Applicant:** List the deceased as the applicant. Basic details can be left blank if unknown. The agent must sign the signature field in Chinese or English, add (Agent), and complete the agent's information below. **Item 8 (Purpose):** Briefly state the use of the documents. **Item 9 (Documents Submitted):** List all documents (e.g., Birth Certificate), plus copies of your Taiwan and U.S. passports.

- ☐ **2. Original Birth Certificate, Marriage Certificate, or other document for authentication**
(**Cremation certificates from a funeral home must be notarized)

Fill in the English names from the document to be authenticated.		First name/ Given name	Middle name	Surname/ Last name	Verify the English names, birth dates, and birthplaces with their IDs :	Match ?
Birth certificate	child				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	
	father				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	
	mother				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	
Marriage certificate	groom				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	
	bride				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	
Death /cremation certificate	decedent				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	
	informant				<input type="checkbox"/> Match <input type="checkbox"/> Mismatch-Proof:	

- 3. Original ID (for verification) and Copy of Relevant Individuals** (Originals returned, except the deceased's passport is returned with the authenticated document).

※ **Notes:** The **applicant** must provide a **valid ID**. IDs for other relevant individuals can be expired.

(This ID rule is only for this authentication service. Other agencies (Immigration, Household Registration) using the authenticated document in the future may still require valid IDs according to their own regulations. It is the applicant's responsibility to provide or explain this to those agencies.)

3.1 Taiwan Citizen: ☐ Child ☐ Father ☐ Mother ☐ Groom ☐ Bride ☐ Decedent ☐ Informant:

☐ Taiwan passport

☐ Other supporting document with English name (e.g. English household registration)

3.2 Non-Taiwan Citizen: ☐ Child ☐ Father ☐ Mother ☐ Groom ☐ Bride ☐ Decedent ☐ Informant

☐ US passport

☐ Valid foreign passport PLUS valid U.S. Green Card or visa (F1, H1B, etc.). (F1/ E1/H1B.....)

- ☐ **4. Fee:** \$15 per document (original or Chinese translation). Chinese translations cannot be authenticated separately; they must be authenticated alongside or after the English original.

Pay by cash, cashier's check, or money order (payable to TECO). Personal checks/credit cards are not accepted.

- ☐ **5. Return Mail** (if not picking up in person):

USPS return envelope only. **Flat Rate Priority envelope with \$11.90** in physical stamps, or Flat Rate Priority **Express** envelope with **\$33.40** in physical stamps. Address the envelope to yourself as the recipient. Keep your tracking number. * QR code stamps are only valid for a few days. Avoid using them.



II Additional Documents

- ☐ **6. Authentication of Chinese Translations of Birth Certificates:** All translations must bear a signed translator's statement stating that "This is a true and correct Chinese translation of the original."
 - ☐ **Child's Surname Agreement:** Required if the child is a minor (under 18). Must be completed by the child's parents.
 - ☐ **Chinese Name Declaration Form (\$15 fee):** Required for the adult (18+) named on the Birth Certificate.
 - ☐ **Chinese Name Declaration Form (\$15 fee):** Required for the foreign parent (non-ROC national) for household registration
- ☐ **7. Authentication of Chinese Translation of Marriage Certificate:** All translations must bear a signed translator's statement stating that "This is a true and correct Chinese translation of the original."
 - ☐ **Chinese Name Declaration Form (\$15 fee):** Required for the foreign spouse (non-ROC national) for household registration purposes.
- ☐ **8. Authentication of Chinese Translation of Death Certificate:** All translations must bear a signed translator's statement stating that "This is a true and correct Chinese translation of the original."
- ☐ **9. Authentication of Chinese Translation of Cremation certificates:** All translations must bear a signed translator's statement stating that "This is a true and correct Chinese translation of the original."

✘ **Mail-in applications:** Copies of ROC passports are acceptable (no notarization needed, but signature page must be signed). Copies of all other ID (US passport, Green Card, etc.) and all signatures on the Chinese Name Declaration and Translation Statement of Truth must be notarized. ◦

- ✘ **TECO-SF does not provide translation services or check translation accuracy.** Applicants must provide a complete, word-for-word translation that matches the original document's format.
- ✘ Applicants may also choose to only authenticate the English original here and **have the Chinese translation authenticated by a notary in Taiwan.**
- ✘ **If registering a marriage/divorce in Taiwan,** applicants must file with a local household registration office **within 30 days** of authentication to avoid late penalties.
- ✘ **For questions on naturalization, residency, marriage/divorce registration, etc., please contact the Ministry of the Interior's Household Registration Department (From inside Taiwan: 1996; From overseas: +886-2-7750-5096).**
- ✘ **Utah County (US) Remote/Video Marriage Certificates** do not comply with ROC regulations and cannot be registered in Taiwan, even after formal authentication by this office. Contact the Ministry of the Interior for definitive clarification.
- ✘ **Marriage to a national of a specific country (e.g., India, Thailand, Vietnam):** You must first register the marriage in the foreign spouse's home country, undergo an interview at a designated ROC mission, and then register the marriage in Taiwan.
- ✘ **Mainland Chinese spouse with U.S. residency:** After passing the interview with our Immigration unit, the authenticated Chinese marriage certificate will be noted as "Interview Passed," allowing marriage registration in Taiwan.
- ✘ **Mainland Chinese spouse without U.S. residency:** The authenticated Chinese certificate will be noted as "Interview Pending." The Taiwanese spouse must then apply for the interview in Taiwan (with the National Immigration Agency).
- ✘ **The applicant for Death Certificate authentication** must be the informant listed on the document, or provide proof of their relationship to the deceased (e.g., birth/marriage certificate, household registry).
- ✘ **Notary Public nearest to this office:** The UPS Store: 1225 4th St., San Francisco (10 minutes' walk)