

A1_E [Power of Attorney (POA), Letter of Authorization, Statement of Foreign Residence, Renunciation of Inheritance, or Other Personally Signed Documents] Checklist

✘ Document authentication takes **2-3 weeks** ✘ Place this completed checklist on top of your application documents

✘ Important Notes

1. If an applicant under 18 years old, the applicant's parents must co-sign the document to be authenticated. A copy of the applicant's birth certificate must also be provided to prove the parent-child relationship.
2. Any POA document involving **real estate** or **inheritance** must clearly state the **property description** (location, size, etc.), the **scope of rights** and, if applicable, the **land administration office** that has jurisdiction over the property, in order to protect the rights and interests of all parties involved.
3. POA documents must clearly detail the **identity information of the applicant**, the **identity information of the Agent** (the person being authorized), the **scope of authorization**, and the **period of authorization**.
4. The contents of Power of Attorney documents **cannot be arbitrarily altered** during the submission process. If an error is made while filling out a Power of Attorney form, please dispose of the document and start a new one. The content of the authenticated document may not be modified in any way.

✘ Notary Public nearest to this office: The UPS Store: 660 4th St., San Francisco (10 minutes' walk)

I. Essential Documents

2026.01 V1

1. Application Form for Document Authentication: Complete items 1 through 11, including the applicant's signature in either Chinese or English.

Item 8 (Purpose): write the purpose for this document authentication

Item 9 (Documents Submitted): Write: POA, Letter of Authorization, Statement of Foreign Residence, Renunciation of Inheritance, or the name of the document, as well as Taiwan passport copy, U.S. driver's license copy

2. POA, Letter of Authorization, Residence, Inheritance, or Other Personally Signed Documents

3. Original and Copy of Identification (Original will be returned after verification) **Select one of the following:**

3.1 For Applicants Applying with a Chinese Name: Select one of the following:

3.1.1 Valid Taiwan Passport (The inner page signature field must be signed).

3.1.2 Expired Taiwan Passport Original PLUS Valid U.S. Passport / Permanent Resident Card / Driver's License / ID Card (select one). The English name, date of birth, and place of birth on both documents must be identical.

3.1.3 Currently Valid Taiwan National ID Card (issued/reissued after 2005)

3.1.4 Valid R.O.C. (Taiwan) Resident Certificate Original that contains a Chinese name.

3.1.5 Valid Foreign Passport or ID Original that contains a Chinese name PLUS Valid U.S. Passport / Permanent Resident Card / Driver's License / ID Card Original (select one).

The English name, date of birth, and place of birth on both documents must be identical.

The gray area is used less frequently

3.2 For Applicants Applying with an English Name (IDs without Chinese characters): **Select one of the following:**

3.2.1 Valid U.S. Passport Original (The inner page signature field must be signed).

3.2.2 Expired U.S. Passport Original PLUS Valid U.S. Driver's License or ID Card Original. The English/foreign name and date of birth on both documents must be identical.

3.2.3 Valid Foreign Passport PLUS Valid U.S. Permanent Resident Card or Residence Visa (F1/ E1/H1B.....).

4. Fee Payment: \$15 per individual document to be authenticated.

Cash, cashier's check, or money order only. Pay to "TECO". No personal checks/credit cards.

5. Return Mail (if not picking up in person): USPS return envelope only. Flat Rate **Priority** envelope with **\$12** in physical stamps. Address the envelope to yourself as the recipient. Keep your tracking number.



* QR code stamps and barcode labels have limited validity. Avoid using them.



✘ **Applications can be submitted by mail:** You do not need to mail the original Taiwan passport; a copy will suffice (no notarization required, but the signature field in the inner page of your Taiwan passport original must be signed). Copies of all other IDs (such as a U.S. passport, Green Card, driver's license, etc.) must be notarized by a notary public. Each document submitted for authentication must be signed in the presence of a Notary Public within the consular district of this office (Northern California, Nevada, and Utah), and then the Notary Public must sign and stamp the document.

✘ **Apostille requirement:** If the document involves real estate, inheritance, or a specimen signature certificate, the Notary Public's signature and seal must receive an Apostille authentication from the local Secretary of State's office (California Secretary of State, Nevada Secretary of State, Utah Lieutenant Governor's Office) prior to the document's submission to TECO.