## **HOW TO AUTHENTICATE YOUR DOCUMENTS**

## **MINIMUM TIMELINE:** 4-12 WEEKS (DO THIS ASAP)

**STEP 0 (OPTIONAL): CHANGE YOUR NAME** (This step will add time to the initial Timeline).

This is an optional step only because there are many ways to “acquire” a first, middle, and family or surname. The name that we use on our birth certificate is and has always been a separate entity (the Strawman) from YOU, the natural human being. YOU own that name but you’re not IT.

You can continue using that name publicly (for utilities and the credit associated with your Strawman’s social security number) or you can “freeze” or “lock” that account (in future steps) and use your domestic Trust for private banking and credit purposes.

Whether you legally change your name or not, when you create a domestic Trust in later steps, you can use your new name as the name of the Trust or a completely different name, and use the new name as the Trustee of that Trust.

If you change your name legally (through a court order or a legal or common-law marriage), do NOT associate this new name with your old social security account. In future steps, you will get new identification documents with this new name but NEVER contract with the Government using your new name unless it’s through your private domestic or foreign Trust.

**STEP 1: GET YOUR BIRTH CERTIFICATE** (This step can easily take a month on average, so do this sooner rather than later).

If you don’t already have your birth certificate in your hands and were born in the USA, you can order it from the [vital records office](https://www.usa.gov/replace-vital-documents#item-36582).

Feel free to order more than one copy of the birth certificate and other credentials documents for your own records. You can authenticate as many copies as you want.

It does not matter if you have a short-form or long-form birth certificate for this purpose.

If you were born in another country, you can also authenticate an official attestation of birth or other forms of birth records.

If your birth certificate is in another language other than English, get your records from that country and then get a certified translation in the state where you currently reside.

**Fast Translation Recommendation:** [D&T](https://www.dttranslations.com/certified-translation.html) (Check [YELP](https://www.yelp.com/biz/d-and-t-translations-belleville) and [BBB](https://www.bbb.org/us/nj/belleville/profile/translators/dt-translations-0221-90179237))

**STEP 2: AFFIDAVIT OF OWNERSHIP**

Create or fill out the provided [Affidavit of Ownership template](https://docs.google.com/document/d/1BeZjpmn17Q0puEQdaLsziVy6veTRDZVmBAP2IpdX25c/edit) for the birth certificate or birth records, educational credentials, and any other document that you’re looking to authenticate.

If you’ve previously changed your name, you can use your new name on your affidavit of ownership. Follow the important [7 steps outlined in this document](https://docs.google.com/document/d/143-Cdg_QEyrF1ly6bNeSg5WbtQjU2Wa7VRfuKT13tZo/edit).

Place the affidavit of ownership on top of the document you want to authenticate. You can use a paperclip to secure the documents together but never staple them.

If you have a certified translation of your document, your bundle will have the affidavit of ownership on top, then the original document, and then the certified translation behind it.

**STEP 3: CERTIFY THE NOTARY SIGNATURE**

Before authenticating your document, you have to certify the notary's signature and stamp on your affidavit of ownership. To do that, take your paperclipped bundle to your local county clerk at the courthouse and ask for them to certify the notary signature. It will cost you a couple of dollars and take a few minutes.

**STEP 4: AUTHENTICATE WITH THE SECRETARY OF STATE**

The apostille and authentication process is based on the [1961 HAGUE CONVENTION](https://assets.hcch.net/docs/80d0e86f-7da8-46f8-8164-df046285bcdd.pdf).

In this step, you have to make sure that you get a Great Seal of certification from your Secretary of State in the state that you live in. To get authentication, the document has to be used internationally in a [non-Hague country](https://apostilleint.com/non-hague-convention-member-countries/). So on the form when it asks you which country it will be used in, make sure to give a NON-HAGUE country.

**APOSTILLE AND STATE AUTHENTICATION by State:**

| [ALABAMA](https://www.sos.alabama.gov/administrative-services/authentications) | [HAWAII](https://health.hawaii.gov/vitalrecords/apostilles/) | [MASSACHUSETTS](https://www.sec.state.ma.us/divisions/commissions/apostilles.htm) | [NEW MEXICO](https://www.sos.nm.gov/notary-and-apostille/apostille-and-certifications/) | [SOUTH DAKOTA](https://sdsos.gov/general-services/apostilles-authentications.aspx) |
| --- | --- | --- | --- | --- |
| [ALASKA](https://ltgov.alaska.gov/foreign-authentications-apostilles-and-certificates-of-authority/) | [IDAHO](https://sos.idaho.gov/apostille/) | [MICHIGAN](https://www.michigan.gov/sos/all-services/document-authentication-and-apostille) | [NEW YORK](https://dos.ny.gov/apostille-or-certificate-authentication) | [TENNESSEE](https://sos.tn.gov/businesses/guides/apostille-authentication-guide) |
| [ARIZONA](https://azsos.gov/services/apostille-document-authentication) | [ILLINOIS](https://www.ilsos.gov/departments/index/apostilles.html) | [MINNESOTA](https://www.sos.state.mn.us/notary-apostille/apostille-authentication/) | [NORTH CAROLINA](https://www.sosnc.gov/divisions/authentications) | [TEXAS](https://www.sos.texas.gov/authinfo.shtml) |
| [ARKANSAS](https://www.sos.arkansas.gov/business-commercial-services-bcs/for-apostille-certification) | [INDIANA](https://www.in.gov/sos/business/apostilleauthentication/) | [MISSISSIPPI](https://sos.ms.gov/business-services/apostilles-authentications) | [NORTH DAKOTA](https://sos.nd.gov/notaries-public/authentications-apostille-and-certification.html) | [UTAH](https://authentications.utah.gov/process-from-home-page/) |
| [CALIFORNIA](https://www.sos.ca.gov/notary/request-apostille) | [IOWA](https://sos.iowa.gov/business/pdf/APCERT.pdf) | [MISSOURI](https://s1.sos.mo.gov/Business/Notary/notary/certify) | [OHIO](https://www.ohiosos.gov/records/apostilles-certifications/) | [VERMONT](https://sos.vermont.gov/secretary-of-state-services/apostille-or-authentication/) |
| [COLORADO](https://www.sos.state.co.us/pubs/apostilles/general.html) | [KANSAS](https://sos.ks.gov/business/apostilles-and-authentications.html) | [MONTANA](https://sosmt.gov/notary/apostilles/) | [OKLAHOMA](https://www.sos.ok.gov/business/apostilles.aspx) | [VIRGINIA](https://www.commonwealth.virginia.gov/official-documents/authentications/) |
| [CONNECTICUT](https://portal.ct.gov/SOTS/Legislative-Services/Authentication-of-Documents-and-the-Apostille) | [KENTUCKY](https://www.sos.ky.gov/bus/apostilles/Pages/default.aspx) | [NEBRASKA](https://sos.nebraska.gov/business-services/apostilles-and-authentications) | [OREGON](https://sos.oregon.gov/business/Pages/how-to-get-authentication-apostille.aspx) | [WASHINGTON](https://www.sos.wa.gov/corporations-charities/apostilles-program/how-obtain-apostille-or-certificate-authentication) |
| [DELAWARE](https://corp.delaware.gov/apost_info/) | [LOUISIANA](https://www.sos.la.gov/NotaryAndCertifications/Certifications/AuthenticateSignaturesOfLouisianaOfficials/Pages/default.aspx) | [NEVADA](https://www.nvsos.gov/sos/businesses/apostille) | [PENNSYLVANIANIA](https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx) | [WEST VIRGINIA](https://sos.wv.gov/FormSearch/Business/Apostilles/AC-1.pdf) |
| [FLORIDA](https://www.dos.myflorida.com/sunbiz/other-services/apostille-notarial-certification/) | [MAINE](https://www.maine.gov/sos/stateseal/) | [NEW HAMPSHIRE](https://sos.nh.gov/administration/administration/apostilles-and-certificates/) | [RHODE ISLAND](https://www.sos.ri.gov/divisions/notary-public/apostilles-certifications/) | [WISCONSIN](https://sos.wi.gov/apostilles.htm) |
| [GEORGIA](https://www.sos.ga.gov/page/receive-great-seal-certification) | [MARYLAND](https://sos.maryland.gov/Pages/default.aspx) | [NEW JERSEY](https://www.njportal.com/dor/apostille) | [SOUTH CAROLINA](https://sos.sc.gov/services-and-filings/apostilles) | [WYOMING](https://sos.wyo.gov/Services/Authentication.aspx) |
| [WASHINGTON District of Columbia](https://os.dc.gov/service/authentications) | | | | |

Always make color copies of everything before sending it anywhere. You can also record a video to keep a digital copy.

To save time, and if you live in the same city where the Secretary of State is located, you can visit the office in person and have your documents authenticated within a few minutes.

Fill out the form that they provide online or in person. Sign First Middle Last © or First Last © if you don’t have a middle name (your Strawman’s name).

If you’re mailing your documents, get one large envelope where everything fits without having to fold anything. In the envelope, put:

* Any provided (by the Secretary of State office) form that you filled out and signed. If there are no forms to fill out, write a simple cover letter stating that you are sending your documents to be authenticated for use in [Non-Hague Country].
* Your document bundle
  + Your local court certification of the notary stamp/signature
  + Your notarized affidavit of ownership
  + The original birth certificate or document that you are authenticating
  + Any certified translation of any document (you won’t need to pay for this to get apostilled because it is already apostilled).
* Include a check or money order with the total amount for each document bundle if you’re sending more than one.
* In most cases, you will also include a pre-paid return envelope (addressed to you) with paid postage because that’s what they’ll use to return your documents. Use priority mail with tracking so that you know when to expect to get your documents back.

**NOTE:**

If you have legally changed your name with a court order and your affidavit of ownership reflects that name, add the certified final court order (of your new name) to your document bundle after the birth certificate or certified translation.

Once you have everything in the envelope, seal it and address it this way (Address the return envelope this way too):

Your (Strawman) Name ©

c/o 1234 Your Street

City, State [Zip]

Spell out the entire state, like Montana instead of MT.

Put your Zip Code in brackets.

Send your envelope by Registered or Certified Mail with tracking; and then wait while you work on the next steps (beyond authentication). You should get your documents back within 2 to 3 weeks.

**STEP 5: FEDERAL AUTHENTICATION**

The [federal office of Authentification](https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/office-of-authentications.html) is located in the District of Columbia and the headquarters office is in Virginia.

You’ll need a seal of authentication on the Affidavit of Ownership of the Birth Certificate.

* Fill out the form [DS-4194](https://eforms.state.gov/Forms/ds4194.PDF)
* Remember to choose a non-Hague country when you’re filling out the form.
* For document type, choose “birth certificate”, then for Number of Documents, choose 1 for each bundle and add a money order or check. As of this writing, the fee is $20 per document.
* Add your tracking number to the form (Do this at the post office after you have paid for shipping and before closing the envelope)- Send it by Certified or Registered Mail.

For the envelope, follow the instructions in the previous steps.

Wait up to 11 weeks. In the meantime, get busy and keep learning. You can do the next steps while you wait for your birth certificate to come back.

**STEP 6: EMBASSY AUTHENTICATION**

If you were born in another country outside of the USA, you can take your document’s authentication a step further by sending it to your Embassy (of the country you were born in) for an authentication seal.

Find the website for your specific embassy or consulate and follow the required steps to authenticate a document.

Keep in mind that doing this might add more time to this process (approximately 3 months). This is why it’s recommended to start this process as early as possible and to have more than one copy that you send at separate times. For example, if you have two copies that have already been authenticated in Virginia, send one copy to the embassy and hold on to the other until the first one is returned. That way you have a copy handy in case you need to use it for USA-related administrative processes in the meantime.

Once the embassy returns your documents authenticated, you will now have a global document that can be used worldwide as your main identity document when needed.

This is one of your most important documents, so please place it in your safe or other secured place.

When it’s all said and done, the bundle will be merged as one document, and include:

* A Certificate of Authentication from the embassy (if applicable)
* A Certificate of Authentication (with the “Great Seal”) from the Federal Department of State.
* A Certificate of Authentication from your state’s Secretary of State office.
* A Certificate from your county’s court clerk certifying the validity of the Notary Public who notarized your affidavit of ownership.
* Your notarized [Affidavit of](https://docs.google.com/document/d/143-Cdg_QEyrF1ly6bNeSg5WbtQjU2Wa7VRfuKT13tZo/edit) Ownership with your photo on it.
* Your Original Birth Certificate, a certified copy, or a Certified Birth Record/Statement (or whatever document that you sent for authentication).
* If applicable: Certified and notarized translation of the birth certificate/records/statement — If you were born in another country where English isn’t the first language.
* If Applicable: Certified court order of your legal name change.

Congratulations on finishing the **first** step ([out of 5](https://docs.google.com/document/d/1L1TY3jgUrAxHuM6fLo1ojZ-iC2jmhycRCese1qbfKco/edit)) towards your FREEDOM.

If you’ve appreciated these instructions and would like to buy me coffee, you can send your donation to CashApp: **$V4LT** — For FREEDOM.

**REMEMBER:**

There is no one guarding the prison’s doors.

It’s up to you to believe that you deserve to be free…

and it’s in your own hands to do the bare minimum until you can fully step out of the matrix.

I just showed you the first step.

See you on the other side.

Peace.

[WHAT’S NEXT?](https://docs.google.com/document/d/1ZPzqq9gIVTUOC4V_4R4B2-VY-cxjPbgTCn7tLojkbC8/edit)