

Before completing this service request form, please visit <http://www.chinavisa.co.nz/DocAuth.html> for more information. Please contact us if you need any further assistance.

Full name	
Company (if any)	
Telephone / Mobile	Email
Postal address <small>This address will be used for the return of your documents. Please make sure someone will be available at the recipient address.</small>	Documents are to be used for <input type="checkbox"/> Personal use <input type="checkbox"/> Commercial use

What type of documents you want to be authenticated?	No. of copies
<input type="radio"/> New Zealand Birth, Death and Marriage document	
<input type="radio"/> Change of name certificates issued by the Department of Internal Affairs of New Zealand	
<input type="radio"/> Documents issued by an approved NZ government agency	
<input type="radio"/> Documents, such as copies of passport, power of attorney, that have been notarised by a Notary Public in New Zealand or from a New Zealand Embassy or Consulate in overseas,	
<input type="radio"/> Original New Zealand Companies Office documents	
<input type="radio"/> Others, please give details	

Please tell us in brief the purpose of using this document in China.

Additional Service	
Do you require document to be translation into Chinese?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you require document to be sent to China?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you require an urgent process?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Total amount to be paid <small>To work out the total amount, please visit our website http://www.chinavisa.co.nz/DocAuth.html</small>	\$
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What you must include in your package.

- ☐ A copy of your valid passport
- ☐ All original documents which need to be authenticated.
- ☐ For document are to be used for commercial purpose, an authorised letter is required, which must states that you have the permission from the company you represent.

The Chinese Embassy may require more specific documents depending on how you are going to use this document in China. All document listed above are only for the general requirement.

Please send your document to:

**China Visa Service
5 Castlemaine Close
Karori, Wellington 6012**

How to pay (tick one)

- ☐ Internet banking / direct credit
- ☐ Cheque
- ☐ Credit Card

Account Name: China Visa Services / Account Number: 02-0560-0131105-000 / Bank of New Zealand / Please make the cheque payable to China Visa Services / Credit card payment via Paypal and will occur additional 4% transaction fee. We will set up a secure link for the credit card payment.

Signature _____

Date _____

Message