Certified Mail Number: xxxx xxxx xxxx xxxx xxxx

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| --- | --- |
| To:  SECRETARY OF STATE OFFICE  1234 THEIR ADDRESS ST.  CITY, ST 54321  **Respondent** | From:  First-Middle: Last  c / o 1234 Your Address Street  City / Town, Your State, nearby [12345]  private, non-domestic  **Sender** |

Date Goes Here, 2024

**REQUEST FOR AUTHENTICATION**

Dear Mr. / Ms.:

Enclosed with this request is the following:

-certified copy of the BIRTH CERTIFICATE for FIRST MIDDLE LAST

-money order for applicable fees in the amount of $12.00 (2 authenticated copies)

-self-addressed, stamped envelope

I am writing to request an authenticated copy of the enclosed State of YOUR STATE CERTIFICATE OF LIVE BIRTH. Please do this for Egypt (or any non-Hague Convention country). I have included a self-addressed Priority Mail envelope for you to use for the fulfillment of this request.

Thank you for your assistance in this matter.

Respectfully,

|  |  |
| --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First-Middle: Last  **Attorney in Fact** for FIRST MIDDLE LAST |