

Instructions for LNLAS CHICAGO Authentication of Documents

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I've included instructions and helpful tips for authentication of your documents in this document. These instructions are specifically for our courier services at the CHICAGO Chinese Consulate. If you are using another courier, please be sure to use their directions as they may be different.

G-1 FORM

You **MUST** use the NEW G-1 Authentication Form that went into effect on November 14, 2017. All G-1 forms must be typed using ALL CAPS.

Agent information that you will need to type on the G-1 form is:

Stephen Stoner 780 Pleasant Avenue Glen Ellyn, IL 60137 630-805-0497

Gender: Male Nationality: USA Type of ID: IL DR LICENSE Occupation: Businessperson

Relationship to applicant: Agent

WHERE TO SEND YOUR DOCUMENTS:

Please use the service of your choice to mail your documents (FEDEX, UPS or EXPRESS MAIL.) We prefer FEDEX.

For authentication at the Chicago Chinese Consulate, mail to:

Judy Stoner
780 Pleasant Avenue
Glen Ellyn, IL 60137

Please be sure to sign the "waiver of signature" on your package for all services. I will be at the Consulate when your package arrives. The carrier will put it in a secure location.

Please email your tracking number when you send your documents so I'll

know to look for them [HERE](#)

WHAT TO INCLUDE IN YOUR PACKAGE

1. Payment—For your convenience, you can make ONE payment directly to Judy Stoner for Consulate and Courier fees. PAYPAL is welcome using the FRIEND option please using our Paypal account at sstoner@scgroupe.com If you prefer, you can pay by personal check.

Make your check payable to Judy Stoner and include it in your package.

Consulate Fees: \$25 per document for 4 business days or

\$45.00 per document for 2-3 business days EXPRESS

\$65.00 per document for next day service (requires consulate approval)

Courier Fees: \$75.00 first document plus

\$15.00 for each additional document.

2. The **NEW G-1** for the Chicago Chinese Consulate **typed in ALL CAPS and signed/dated by both both parents in two places.** You must send the original—no copies. Handwritten and/or prior forms are no longer accepted.

3. Your original State Sealed and notarized documents (birth certs, marriage license, financial statement, medical forms, homestudy, police clearances, unemployment/employment statement, application letter etc.)

4. A complete black and white copy of each document (county seal, if applicable, & state seals also.) Please staple each document. (I.e.: State Seal, County seal, document – same order as originals please). Put each copy behind the original.

If your agency requires a copy and we are sending the documents straight to your agency, I can make these copies for you. It will be an extra charge of \$25.00 for my time and the copy fees.

5. A black/white copy of your passport signature and photo pages and your spouse's. These do not need to be notarized. **Be sure to sign your passports before making the copies.**

6. A prepaid, self addressed FedEx/UPS/label or account number for me to ship your documents. Please be sure to choose a trackable service as your documents are precious and they can get lost via USPS.

I can mail your authenticated documents to you or to your agency. Be sure to let me know where you'd like your docs to be sent and if you'd like Standard Overnight or other service.

PLEASE FILL OUT THIS GOOGLE DOC so I have all of your information.

Your canceled check or Paypal record will serve as your receipt unless you wish for me to mail them back to you.

Call or text Judy at 630-632-3347 with any questions at all. I'm here to help you in the process.