



**Animal and Plant
Health Inspection
Service**

Veterinary Services

**Center for Veterinary
Biologics**

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Submitting Letter to the U.S. Department of State Office of Authentications

Document Number: CVB-WI-0094

Revision: 02

Previous Number: ICWI0065.01

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Section/Area: CVB-WI-IC

Release Date: 07 Mar 2019

Notes:

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Source Document: CVB Quality Management System Manual, Version .06, Chapter 8.3.7

International trade between countries involves the jurisdictions and agreements between them. The Hague Conference on Private International Law (HCOFIL) is a global organization that resolves differences between legal systems. HCOFIL is an intergovernmental organization and their purpose is "to work for the progressive unification of the rules of private international law."

One of the items that the Hague Conference on Private International Law oversees is the facilitation of trade. Certificates known as Apostilles are used for documents destined for use in countries that are parties to the Hague Conference on Private International Law.

The U.S. Department of State issues both Authentication Certificates and Apostilles. The determination of which certificate is issued is based on the country in which the document will be used. Authentication Certificates are issued for documents which are destined for use in countries that are not parties to the Hague Apostille Convention.

In accordance with title 22, *Code of Federal Regulations*, part 131, the U.S. Department of State Office of Authentications provides signed certificates of authenticity for a variety of documents to individuals, institutions, and government agencies. Examples of documents that may require authentication for use abroad may include, but are not limited to: company bylaws, powers of attorney, trademarks, diplomas, treaties, warrants, extraditions, agreements, certificates of good standing, and courier letters.

The U.S. Department of State requests confirmation of the names and signatures of CVB-Inspection and Compliance (CVB-IC) employees that are assigned to provide certificates. The CVB-IC Director supplies a letter with the printed names and signatures of individuals authorized to sign Export Certificates, Veterinary Services (VS) Form 2017, Certificates of Licensing and Inspection (VS Forms 2046 and 2047), GMP-like attestations and certificates for ingredients of animal origin. The CVB-IC letter is to be sent to the following address:

Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
44132 Mercure Circle, 1st Floor
PO Box 1206
Sterling, VA 20166-1206

The trigger for updating this information with the U.S. Department of State is when an employee is either newly hired or transferred into a role that may sign export certification for veterinary biological products. The roles include (from most likely to least likely) are: Export Manager, Biologics Specialist, Investigation Manager, Facilities Manager, Epidemiologists, Section Leaders, Product Specialist, and IC Director.

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Use the most recent version of [CVB-TEM-0014](#), *Delegation for Signing VS Forms 2017, 2046, and 2047*, to provide the information to the U.S. Department of State.