

How To Notarize and Authenticate Your Degree

2-Step Procedure

1. Go to Notary Public Office to notarize



2. Go to Bureau of Consular Affairs (BOCA) to authenticate

Step 1 Go to Notary Public Office to notarize

1. Required Documents

Passport, ARC, Original Degree/Transcript (you must apply for verification in person)

2. Cost for notarizing a document

TWD 750 for document in English (you may get up to 5 copies max. for each document)

TWD 500 for document in Chinese (you may get up to 5 copies max. for each document)

Location of District Court and Notary Public Office

A: Notary public, 臺灣臺中地方法院所屬民間公證人林政德事務所



1. Contact Information

1. Address: No. 2, Ln. 3, Jianguo Rd., West Dist.,
Taichung City
2. Tel: (04) 2220-3578
3. E-mail: nota.te@msa.hinet.net



Step 2 Go to Bureau of Consular Affairs (BOCA) to Authenticate

1. Required documents

Passport, ARC, notarized documents

2. Cost for Authentication

TWD 400 per document (one copy only)

1. [BOCA Authentication](#)
2. [Application Form of Document Authentication \(For use in the ROC only\)](#)
3. [Application Guidelines](#)

Location of Bureau of Consular Affairs (BOCA)



1. Service Hours

Monday ~ Friday 08:30 ~ 17:00

2. Contact Information

1. Address: No. 503-1, Sec. 2, Liming Rd., Nantun Dist., Taichung City
2. Tel: (04) 2251-0799
3. Web: <http://www.boca.gov.tw>