

Authentication: Apostille or Legalization

Instructions: Understanding what type of certification is required for your regulatory documents can be a complicated process. This flow chart will help you determine when to follow the apostille vs. legalization process for authentication.

FIRST, the document must be notarized. To do this, you can have it notarized by a Notary Public.

Are both countries (country of origin and country of destination) members of the **Hague Convention?***

NO

VES

APOSTILLE

Document is sent to a federal agency (e.g. the U.S. Department of State) for review, approval, and certification that it is an authentic copy of an original and that the certifying party has the authority to conduct such a review.

Submit original copy of the apostilled document to the destination country authority.

LEGALIZATION

Document is sent to the country of destination's embassy or consulate at the country of origin for authentication of the document. For destination countries without an embassy or consulate in the country of origin, a consultation with the destination country should be made to identify an alternate solution. Sometimes, a legalization at an embassy or consulate of an allied country (if available) of the destination country is acceptable.

Submit original copy of the legalized document to the destination country authority.

* See page 2.

*HAGUE CONVENTION COUNTRIES:

The complete list of countries who recognize the *Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents* (HCCH 1961 Apostille Convention) can be found online.

APOSTILLE:

An apostille certifies a document by affixing a seal to the document itself or to a separate sheet and attaches that to the document. When both the origin and destination countries are members of the 1961 Hague Convention, the country where the document originates can approve and certify it as an authentic copy of the original. In this case, apostille is the only certification needed. To apostille a document in the U.S., you send it to the U.S. State Department. The process for apostille outside of the U.S. varies by country, but typically it is conducted by a government agency or office.

LEGALIZATION:

International documents that have originated in one country but are intended for use in another country require embassy legalization to be recognized by the legal system of the foreign country. Embassy legalization is an alternative method for authenticating a document for countries that are Non-Hague Convention countries, meaning they do not recognize the Apostille as a means to authenticating documents per the 1961 Hague Convention.