

REPUBLIC OF SLOVENIA Apostille Questionnaire 2021

The responses are reflected as provided by Contracting Parties subject to minor typographical corrections.

Joining the Apostille Convention	
1. Did you join the Convention after 2010?	[b] No.
2. Are foreign public documents exempted from legalisation by virtue of your internal law, practice, or any bilateral / multilateral agreements (excluding the Apostille Convention)?	<p>[b] Yes, under bilateral / multilateral agreements. <i>There are several bilateral agreements providing that foreign public document from the contracting state are exempted from legalisation :</i></p> <p><i>Treaty with Austria of 16 December 1954 on mutual legal aid, Treaty with Belgium of 24 September 1971 on mutual legal assistance in civil and commercial matters, Treaty with Belgium of 24 September 1971 on issuing extracts from public registrars and abolishment of legalisation, Treaty with Bulgaria of 23 March 1956 on mutual legal assistance, Treaty with Czech republic of 20 January 1964 on regulation of legal relations in civil, commercial and criminal matters, Treaty with Slovakia of 20 January 1964 on regulation of legal relations in civil, commercial and criminal matters, Treaty with France of 29 October 1969 on issuing documents on personal status and abolishment of legalisation, Treaty with Greece of 18 June 1959 on mutual legal affairs, Treaty with Croatia of 7 February 1994 on mutual legal assistance in civil and criminal matters, Treaty with Italy of 3 December 1960 on mutual legal assistance in civil and administrative matters, Treaty with Hungary of 17 March 1968 on mutual legal aid, Treaty with Republic of North Macedonia of 6 February 1996 on mutual legal assistance in civil and criminal matters, Treaty with Poland of 16 February 1960 on mutual legal affairs in civil and criminal matters, Treaty with Romania of 18 October 1960 on mutual legal aid, Treaty with Russia of 24 February 1962 on mutual legal assistance in civil, family and criminal matters, Treaty with Bosnia and Hercegovina of 21 October 2009 on mutual legal assistance in civil and criminal matters Treaty with Serbia of 15 April 2011 on mutual legal assistance in civil and criminal matters</i></p> <p><i>Slovenia is also a party of two convention of ICCS (International Commission on Civil Status): Convention on the issue of certain extracts from civil-status records for use abroad, signed at Paris on 27 September 1956 and Convention on the issue of multilingual extracts from civil status records, signed at Vienna on 8 September 1976</i></p> <p><i>Regulation (EU) 2016/1191 of the European Parliament and of the Council of 6 July 2016 on promoting the free movement of citizens by simplifying the requirements for presenting certain public documents in the European Union and amending Regulation (EU) No 1024/2012</i></p>

Competent Authorities				
3.	How many Competent Authorities have you designated under the Apostille Convention? <i>If unknown, please specify the reason for this and provide an approximate number.</i>	All District Courts (11) and Ministry of Justice		
4.	Do your diplomatic missions abroad play a role in the Apostille issuance process?	[d] No.		
Substantive Scope				
5.	Is the concept of 'public document' defined in your internal law?	[a] Yes. <i>Article 224 of the Civil procedural law of the Republic of Slovenia stipulates that a document in physical and electronic form issued by a government body in the prescribed form and within the limits of its powers, or a document issued by a local government body or other statutory authority in the said form and manner (public document) shall prove the truth of what is certified or determined therein.</i> <i>Almost the same provision is in the General Administrative Procedure Act of the Republic of Slovenia in the Article 169.</i>		
6.	Have you experienced any difficulties in characterising a 'public document' for the purposes of the Apostille Convention?	[b] No.		
7.	Has the exclusion of 'documents executed by diplomatic or consular agents' (Art. 1(3)(a)) from the scope of the Apostille Convention given rise to any difficulties?	[c] No.		
8.	Do you think this Art. 1(3)(a) exclusion is justified in the context of the modern operation of the Convention?	[a] Yes.		
9.	Has the exclusion of 'administrative documents dealing directly with commercial or customs operations' (Art. 1(3)(b)) from the scope of the Apostille Convention given rise to any difficulties?	[c] No.		
10.	Do you think this Art. 1(3)(b) exclusion is justified in the context of the modern operation of the Convention?	[a] Yes.		
11.	Do you issue (outgoing) or accept (incoming) Apostilles for any of the following categories of document?		Issue	Accept
		Certificates of origin	X	
		Export licences	X	
		Import licences	X	
		Health and safety certificates issued by the relevant government authorities or agencies	X	
		Certificates of products registration	X	
		Certificates of conformity	X	
		End user certificates (i.e. documents certifying that the buyer is the end user of acquired goods)		
		Commercial invoices		

Apostille Process				
Certification of Public Documents				
12.	Do any of your public documents require some other intermediate certification before the issuance of an Apostille?	[b] No, an intermediate certification is not required for any public document; Apostilles are issued directly upon the public document.		
Requesting an Apostille (Outgoing)				
13.	How can an Apostille be requested?	[a]	In person. X	
		[b]	By post. X	
		[c]	By email. 	
		[d]	Through a website. X	
		[e]	Other. 	
14.	When issuing an Apostille, do you enquire about the State of destination?	[a] Yes, in the application form.		
15.	How long does it take for an Apostille to be issued?	In-person request (paper Apostille)	Other requests (from the time of receipt) (paper Apostille)	e-Apostille requests
		On the same day	On the following working day	On the same day
16.	Does your Competent Authority impose a fee for issuing an Apostille?	<p>[b] Yes, but the price is dependent on, for example, the category of public document(s), the Competent Authority, or the type of application.</p> <p><i>The fee differs depending on the Competent Authority (who is issuing the Apostille):</i></p> <p><i>Ministry of Justice as an administrative authority applies the Administrative Fees Act, which prescribes a fee of 3,00 EUR for one (1) Apostille.</i></p> <p><i>District courts in Slovenia as judicial authorities apply Court Fees Act, which prescribes a fee of 2,46 EUR for one (1) Apostille when public document is in Slovenian language and 5,00 EUR when public document is in a foreign language.</i></p>		
Issuing an Apostille (Outgoing)				
17.	How is the origin of a public document verified for the purpose of issuing an Apostille (i.e. verification of the authenticity of the signature, the capacity of the signer, and the identity of the seal / stamp (Art. 5(2))?	<p>[b] Multiple Competent Authorities.</p> <p>[vii] Other.</p> <p><i>Multiple separate databases of sample signatures / seals / stamps, all in electronic form - district courts have one base and Ministry of Justice has its own base.</i></p> <p><i>The authenticity of the signature and the stamp shall also be verified by contacting the issuing authority and verifying the authenticity of the signature and the stamp if not yet in the base.</i></p>		
18.	How does a Competent Authority address situations where it is unable to verify the origin of the public document?	[d] Other. <i>The Competent Authority will contact the issuing authority to confirm authenticity, issue the Apostille.</i>		
19.	In what language(s) are the 10 standard items of your Apostilles available?	[c] In three languages. <i>10 standard items of Apostilles issued by district courts are in three languages (Slovenian, English and French), 10 standard items of Apostilles issued by the Ministry of Justice are in one language (Slovenian).</i>		
20.	In what language(s) are the blank fields of your Apostilles filled in?	[a] In one language. <i>All authorities fill blank fields in Slovenian language.</i>		

21. How are the blank fields of your Apostilles filled in?	[c] Other. <i>Blank fields of Apostilles issued by district courts are filled in using computer software (the whole process is supported by the software application), blank fields of Apostilles issued by the Ministry of Justice are filled in either by computer either by hand.</i>	
Apostille Registers		
22. How is your Apostille register, required by Article 7, maintained?	[b] Multiple Competent Authorities. [vi] Other. <i>A separate register for each Competent Authority, all in electronic form, but not all publicly accessible online: District Courts keep a single, national register in electronic form, publicly accessible online (e-Register). Ministry of Justice keeps a separate register in electronic form, but not publicly available online.</i>	
23. What particulars are contained in your Apostille register?	[a] Number and date of the Apostille (required).	X
	[b] Name and capacity of the person signing the document and / or the name of authority whose seal or stamp is affixed (required).	X
	[c] Name and / or type of underlying document.	X
	[d] Description of the contents of underlying document.	
	[e] Name of the applicant.	X
	[f] State of destination.	X
	[g] Copy of the Apostille.	
	[h] Copy of the underlying document.	
	[i] Other. <i>Also the amount of paid fee</i>	X
24. Is there a limit to how long records can be retained on the Apostille register?	[c] Yes, other. <i>Permanently</i>	
25. If your register is <i>not</i> publicly accessible, how frequently do your Competent Authorities receive requests to verify an Apostille they have issued in the register?	[g] Not applicable, register is publicly accessible.	
Technology & the e-APP		
26. Under your internal law, do you recognise electronic / digital signatures as functionally equivalent to handwritten signatures (i.e. can a public document be signed electronically)?	[a] Yes. <i>Electronic Commerce and Electronic Signature Act (Official Gazette, RS, num. 61/2006) which entered into force on 22 August 2000.</i>	
27. Under your internal law, are public documents executed, or able to be executed, in electronic form (whether or not they are to be used abroad under the Convention)?	[a] Yes.	

<p><i>For Parties that answered yes to Q27.</i> 27.1. What categories of public documents are executed, or able to be executed, in electronic form (whether or not they are to be used abroad under the Convention)?</p>	[a] All public documents.	
	[b] Civil status documents (e.g. birth, death and marriage certificates) and certificates of non-impediment.	X
	[c] Other administrative documents (including decisions from administrative tribunals or decision-making bodies).	
	[d] Extracts from commercial registers and other registers.	
	[e] Notarial authentications of signatures.	
	[f] Other notarial acts.	
	[g] Diplomas and other education documents.	
	[h] Court documents, including judgments.	
	[i] Patents or other documents pertaining to intellectual property rights.	
	[j] Documents relating to adoptions.	
	[k] Translations.	
	[l] Medical or health certificates.	
	[m] Criminal records.	
	[n] Import or export licences.	
[o] Certificates of origin.		
[p] Certificates of conformity.		
[q] Other. <i>Also documents from Pension and Disability Insurance Institute of Slovenia, Financial administration of the Republic of Slovenia and other administrative authorities.</i>	X	
<p><i>For Parties that answered yes to Q27.</i> 27.2. Approximately what percentage of your public documents are originally executed in electronic form (whether or not they are to be used abroad under the Convention)?</p>	Unknown	
28. Do you issue e-Apostilles?	[a] Yes.	
<p><i>For Parties that answered yes to Q28.</i> 28.3. Under your internal law, which of the following do you consider public documents for the purpose of issuing e-Apostilles?</p>	[a] Electronic public documents. [b] Paper public documents that have been scanned by a public official.	
<p><i>For Parties that answered yes to Q28.</i> 28.4. How is an e-Apostille signed (i.e. what technology is used to apply an electronic / digital signature)?</p>	[a] A government-built certificate.	
<p><i>For Parties that answered yes to Q28.</i> 28.5. How is an e-Apostille affixed to / associated with the underlying public document to ensure it is not tampered with?</p>	The underlying document in an attachment to the e-Apostille.	

For Parties that answered yes to Q28. 28.6. Once issued, how is the e-Apostille transmitted to the applicant?	[c] Electronic transmission via online platform administered by the government.	
29. Are your authorities equipped to accept incoming e-Apostilles?	[b] Yes, but on certain conditions. <i>Only district courts issue e-Apostille in Slovenia and all district courts accept incoming e-Apostilles</i>	
30. Do you maintain an e-Register?	[a] Yes.	
For Parties that answered yes to Q30. 30.2. What technology is used to maintain your e-Register?	[a] A government-built platform.	
31. Have you been in contact with other Competent Authorities that operate an e-APP component and exchanged information and / or relevant experience?	[b] No.	
Issues with Apostilles		
32. Has an Apostille issued by your Competent Authority ever been refused by the authorities of another Contracting Party on the following grounds:	[a] Form requirements (e.g. square-shaped, sides of at least nine centimetres, border, ink, etc).	
	[b] The manner in which the Apostille was affixed / attached to the underlying document.	
	[c] The Apostille was not signed.	
	[d] One or more of the standard informational items were not filled in.	
	[e] The Apostille was in electronic form (<i>an e-Apostille</i>).	
	[f] The underlying public document was in electronic form.	
	[g] The underlying public document had expired / was not issued within a certain timeframe.	
	[h] The underlying document was not a public document under the law of the destination.	
	[i] Other.	
	[j] Unknown.	X
[k] No / Not applicable.		
33. Has your Competent Authority ever been requested by external Competent Authorities to certify or confirm your procedure for issuing Apostilles?	[b] No.	

34. Has an Apostille <i>received</i> by your authorities ever been refused on the following grounds:	[a]	The issuing State was not a Contracting Party to the Apostille Convention.	
	[b]	Form requirements (e.g. square-shaped, sides of at least nine centimetres, border, ink, etc).	
	[c]	The manner in which the Apostille was affixed / attached to the underlying document.	
	[d]	The Apostille was not signed.	
	[e]	One or more of the standard informational items were not filled in.	
	[f]	The Apostille was in electronic form (<i>an e-Apostille</i>).	
	[g]	The underlying public document was in electronic form.	
	[h]	The underlying public document had expired / was not issued within a certain timeframe.	
	[i]	The underlying document was not a public document under the law of the destination.	
	[j]	Other.	
	[k]	Unknown.	X
[l]	No / Not applicable.		
Miscellaneous			
35. Would you be interested in attending the 2021 meeting of the Special Commission on the practical operation of the Apostille Convention?	[a]	Yes, if possible, in person.	
36. Have you encountered any persistent difficulties, issues, or challenges in the operation of the Apostille Convention that you would like discussed at the 2021 Special Commission? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[b]	No.	
37. Do you have any suggestions that could assist in the promotion, implementation, or operation of the Apostille Convention? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[b]	No.	
38. Would you be interested in attending the 12 th International Forum on the e-APP (to be held in conjunction with the meeting of the Special Commission)?	[b]	Yes, via videoconference.	

<p>39. Are there any specific topics or practical issues that you would like discussed at the e-APP Forum?</p> <p><i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i></p>	[b] No.
<p>40. The Permanent Bureau is in the process of drafting a 2nd edition of the Apostille Handbook. Are there any specific topics, suggestions for presentation or formatting, or any other proposals for inclusion?</p> <p><i>Please note that answers to this question will not be incorporated into the first draft of the 2nd edition. The PB will take them into account in preparing subsequent drafts.</i></p> <p><i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i></p>	[b] No.