

<b>Title</b>	Questionnaire relating to the <i>Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Apostille Convention)</i>
<b>Document</b>	Prel. Doc. No 1 of January 2021
<b>Author</b>	PB
<b>Agenda Item</b>	Item 2.i.
<b>Mandate(s)</b>	C&R No 36 of CGAP 2019
<b>Objective</b>	To seek information to assist the PB in its ongoing monitoring of the Apostille Convention and define key issues to be addressed at the meeting of the Special Commission.
<b>Action to be Taken</b>	For Decision <input type="checkbox"/> For Approval <input type="checkbox"/> For Discussion <input type="checkbox"/> For Action / Completion <input checked="" type="checkbox"/> For Information <input type="checkbox"/>
<b>Annexes</b>	N/A
<b>Related Documents</b>	Prel. Doc. No 2 of August 2021 – Summary of Responses to Apostille Questionnaire 2021

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## I. About this Questionnaire

With a view to preparing for a meeting of the Special Commission on the practical operation of the *Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents* (“Apostille Convention”) and the preceding 12<sup>th</sup> International Forum on the electronic Apostille Programme (e-APP), both scheduled to be held in October 2021, the Permanent Bureau has drawn up the following questionnaire. Responses to this questionnaire will assist the Permanent Bureau in its ongoing monitoring of the Apostille Convention, and the information and views provided by Parties will assist in defining the key issues to be addressed at the meeting of the Special Commission. With a view to facilitating discussions at this meeting, the Permanent Bureau will prepare a document collating the responses and summarising the findings.

**Parties are kindly asked to submit their completed questionnaire by Friday 26 March 2021.**

## II. Instructions for Completion

Authorities should respond to each question by:

- checking the appropriate box provide (where applicable, more than one box may be checked); and / or
- entering text in the field provided.

**Contracting Parties are kindly requested to submit a single response that accounts for all Competent Authorities and territorial units in which the Apostille Convention applies.** This may include different practices among Competent Authorities or among territorial units.

At the end of the questionnaire, you will have the option of uploading additional information / supporting documentation to your response. This may include resources for the general public or guidelines for Competent Authority staff, as well as any recent judicial decisions, legislative developments, books, articles, or published works relevant to the operation of the Apostille Convention. Please ensure you prepare the relevant files.

Information collected in these responses will be posted on the Apostille Section of the HCCH website, unless expressly asked not to do so, or the question provides otherwise. Please clearly identify any responses which you do not want to be made publicly available.

Please note:

- You can save your response to this questionnaire at any time by pressing the “resume later” button on the bottom left-hand corner of your screen. You will be asked to create a name and password which you will then need to re-enter when you wish to resume your response.
- If you wish to return to a previous question when completing this questionnaire, you should press the ‘previous’ button at the bottom of the page and not the back button in your web browser.

### III. Identification

<b>Name of State / Contracting Party:</b>	
<i>This contact information will not be published as part of the questionnaire response.</i>	
Name and title of contact person:	
Name of authority / office:	
Telephone number:	
Email address:	

## Questionnaire 1 – Questions for non-Contracting Parties

<p>1. Why is your State not a Party to the Apostille Convention?</p>	<p>[a] The question of becoming a Party to the Convention has never been examined in detail.</p> <p>[b] Your internal law does not require legalisation of foreign public documents (or a similar formality).</p> <p>[c] You are concerned about the loss of revenue currently generated by legalising documents.</p> <p>[d] There are legal obstacles in your domestic law that prevent you becoming a Party – <i>please specify:</i> [insert answer]</p> <p>[e] There are other specific issues arising out of the Convention that prevent you from becoming a Party – <i>please specify:</i> [insert answer]</p> <p>[f] Other – <i>please specify:</i> [insert answer]</p>																			
<p>2. Are you currently studying / do you intend to study the Apostille Convention, with a view to becoming a Party in the future?</p>	<p>[a] Yes, we are currently studying it – <i>please specify a timetable for accession:</i> [insert answer]</p> <p>[b] Yes, we intend to study it in the future.</p> <p>[c] No.</p>																			
<p><i>For Parties that answered yes to Q2.</i> 2.1. Are you taking the e-APP into consideration as part of this study?</p>	<p>[a] Yes, we are considering the e-Apostille component.</p> <p>[b] Yes, we are considering the e-Register component.</p> <p>[c] No.</p>																			
<p>3. Are foreign public documents exempted from legalisation by virtue of your internal law, practice, or any bilateral / multilateral agreements?</p>	<p>[a] Yes, under internal law – <i>please specify:</i> [insert answer]</p> <p>[b] Yes, under bilateral / multilateral agreements – <i>please specify:</i> [insert answer]</p> <p>[c] No.</p>																			
<p>4. How many legalisations were performed by your authorities in each of the following years?</p>	<table border="1"> <thead> <tr> <th></th> <th>Outgoing Documents<sup>1</sup></th> <th>Incoming Documents<sup>2</sup></th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>[insert answer]</td> <td>[insert answer]</td> </tr> <tr> <td>2017</td> <td>[insert answer]</td> <td>[insert answer]</td> </tr> <tr> <td>2018</td> <td>[insert answer]</td> <td>[insert answer]</td> </tr> <tr> <td>2019</td> <td>[insert answer]</td> <td>[insert answer]</td> </tr> <tr> <td>2020</td> <td>[insert answer]</td> <td>[insert answer]</td> </tr> </tbody> </table>			Outgoing Documents <sup>1</sup>	Incoming Documents <sup>2</sup>	2016	[insert answer]	[insert answer]	2017	[insert answer]	[insert answer]	2018	[insert answer]	[insert answer]	2019	[insert answer]	[insert answer]	2020	[insert answer]	[insert answer]
	Outgoing Documents <sup>1</sup>	Incoming Documents <sup>2</sup>																		
2016	[insert answer]	[insert answer]																		
2017	[insert answer]	[insert answer]																		
2018	[insert answer]	[insert answer]																		
2019	[insert answer]	[insert answer]																		
2020	[insert answer]	[insert answer]																		
<p>5. Would you be interested in attending the 2021 meeting of the Special Commission on the practical operation of the Apostille Convention?</p>	<p>[a] Yes, if possible, in person.</p> <p>[b] Yes, via videoconference.</p> <p>[c] No.</p>																			
<p>6. Are there any specific topics or practical issues 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></p>	<p>[a] Yes – <i>please specify:</i> [insert answer]</p> <p>[b] No.</p>																			

<sup>1</sup> Legalisations performed by your Ministry of Foreign Affairs (or equivalent) on documents executed in your territory.

<sup>2</sup> Legalisations performed by your consulates / embassies in another territory on documents executed in that territory.

<p>7. 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></p>	<p>[a] Yes – <i>please specify:</i> [insert answer] [b] No.</p>
<p>8. Would you be interested in attending the 12<sup>th</sup> International Forum on the e-APP (to be held in conjunction with the meeting of the Special Commission)?</p>	<p>[a] Yes, if possible, in person. [b] Yes, via videoconference. [c] No.</p>
<p>9. Are there any specific topics or practical issues that you would like discussed at the e-APP Forum? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i></p>	<p>[a] Yes – <i>please specify:</i> [insert answer] [b] No.</p>
<p>10. The Permanent Bureau is in the process of drafting a 2<sup>nd</sup> edition of the Apostille Handbook. Are there any specific topics, suggestions for presentation or formatting, or any other proposals for inclusion? <i>Please note that answers to this question will not be incorporated into the first draft of the 2<sup>nd</sup> edition. The PB will take them into account in preparing subsequent drafts.</i> <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i></p>	<p>[a] Yes – <i>please specify:</i> [insert answer] [b] No.</p>

## Questionnaire 2 – Questions for Contracting Parties

Joining the Apostille Convention	
1. Did you join the Convention after 2010?	[a] Yes. [b] No.
<p><i>For Parties that joined the Convention after 2010.</i></p> 1.1. Did you require implementing legislation to give the Apostille Convention the force of law?	[a] Yes – <i>please specify:</i> [i] The provisions or implementing legislation, and the date of entry into force. <input type="text" value=""/> [insert answer] [ii] Please include a link or upload the document in the Additional Information & Supporting Documentation Section: <input type="text" value=""/> [insert answer] [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)?	[a] Yes, under internal law – <i>please specify:</i> <input type="text" value=""/> [insert answer] [b] Yes, under bilateral / multilateral agreements – <i>please specify:</i> <input type="text" value=""/> [insert answer] [c] No.
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>	<input type="text" value=""/> [insert answer]
4. Do your diplomatic missions abroad play a role in the Apostille issuance process?	[a] Yes, our diplomatic missions issue Apostilles. [b] Yes, our diplomatic missions act as intermediaries between the applicant and Competent Authority (e.g. forwarding applications and transmitting Apostilles once issued) – <i>please specify steps taken:</i> <input type="text" value=""/> [insert answer] [c] No, but the involvement of diplomatic missions in the Apostille issuance process is being considered. [d] No.
Substantive Scope	
5. Is the concept of ‘public document’ defined in your internal law?	[a] Yes – <i>please include definition, and reference to relevant law:</i> <input type="text" value=""/> [insert answer] [b] No.
6. Have you experienced any difficulties in characterising a ‘public document’ for the purposes of the Apostille Convention?	[a] Yes – <i>please specify which documents have led to difficulties, and how this has been addressed:</i> <input type="text" value=""/> [insert answer] [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?	[a] Yes, as the State of origin – <i>please specify:</i> <input type="text" value=""/> [insert answer] [b] Yes, as the State of destination – <i>please specify:</i> <input type="text" value=""/> [insert answer] [c] No.

<p><i>For Parties that answered yes to Q7.</i> 7.1. How has previous guidance on the interpretation of the Art. 1(3)(a) exclusion assisted in resolving these difficulties? (E.g. the 'extremely narrow' construction referred to in C&amp;R No 10 of the 2016 SC).</p>	[insert answer]		
<p>8. Do you think this Art. 1(3)(a) exclusion is justified in the context of the modern operation of the Convention?</p>	[a] Yes. [b] No.		
<p>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?</p>	[a] Yes, as the State of origin – <i>please specify:</i> [insert answer] [b] Yes, as the State of destination – <i>please specify:</i> [insert answer] [c] No.		
<p><i>For Parties that answered yes to Q9.</i> 9.1. How has previous guidance on the interpretation of the Art. 1(3)(b) exclusion assisted in resolving these difficulties? (E.g. the 'extremely narrow' construction referred to in C&amp;R No 10 of the 2016 SC).</p>	[insert answer]		
<p>10. Do you think this Art. 1(3)(b) exclusion is justified in the context of the modern operation of the Convention?</p>	[a] Yes. [b] No.		
<p>11. Do you issue (outgoing) or accept (incoming) Apostilles for any of the following categories of document?</p>		Issue	Accept
	Certificates of origin	[a]	[b]
	Export licences	[c]	[d]
	Import licences	[e]	[f]
	Health and safety certificates issued by the relevant government authorities or agencies	[g]	[h]
	Certificates of products registration	[i]	[j]
	Certificates of conformity	[k]	[l]
	End user certificates (i.e. documents certifying that the buyer is the end user of acquired goods)	[m]	[n]
	Commercial invoices	[o]	[p]
<b>Apostille Process</b>			
<b>Certification of Public Documents</b>			
<p>12. Do any of your public documents require some other intermediate certification before the issuance of an Apostille?</p>	[a] Yes, an intermediate certification is required for some categories of public documents. [b] No, an intermediate certification is not required for any public document; Apostilles are issued directly upon the public document.		
<p><i>For Parties that answered yes to Q12.</i> 12.1. What categories of public document require intermediate certification and why?</p>	Category of public document	Why certification is required	
	[insert answer]	[insert answer]	
	[insert answer]	[insert answer]	
	[insert answer]	[insert answer]	



	[insert answer]	[insert answer]		
	[insert answer]	[insert answer]		
<b>Requesting an Apostille (Outgoing)</b>				
13. How can an Apostille be requested?	[a] In person. [b] By post. [c] By email. [d] Through a website. [e] Other – <i>please specify</i> : [insert answer]			
14. When issuing an Apostille, do you enquire about the State of destination?	[a] Yes, in the application form. [b] Yes, the enquiry is made orally. [c] Sometimes – <i>please specify</i> : [insert answer] [d] No.			
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 spot	[a]	[b]	[c]
	On the same day	[d]	[e]	[f]
	On the following working day	[g]	[h]	[i]
	Within five working days	[j]	[k]	[l]
	Other – <i>please specify</i>	[insert answer]	[insert answer]	[insert answer]
16. Does your Competent Authority impose a fee for issuing an Apostille?	[a] Yes, a single price for all Apostilles – <i>please specify amount</i> : [insert answer] [b] Yes, but the price is dependent on, for example, the category of public document(s), the Competent Authority, or the type of application – <i>please specify amount and conditions</i> : [insert answer] [c] No.			

Issuing an Apostille (Outgoing)	
<p>17. How is the origin of a public document verified for the purpose of issuing an Apostille (<i>i.e.</i> verification of the authenticity of the signature, the capacity of the signer, and the identity of the seal / stamp (Art. 5(2))?</p>	<p>[a] Single Competent Authority:</p> <ul style="list-style-type: none"> <li>[i] A paper-based database of sample signatures / seals / stamps.</li> <li>[ii] An electronic database of sample signatures / seals / stamps.</li> <li>[iii] Automatic digital verification (no database).</li> <li>[iv] Other – <i>please specify</i>: [insert answer]</li> </ul> <p>[b] Multiple Competent Authorities:</p> <ul style="list-style-type: none"> <li>[i] A single, centralised, database of sample signatures / seals / stamps, maintained in paper form.</li> <li>[ii] A single, centralised, database of sample signatures / seals / stamps, maintained in electronic form.</li> <li>[iii] Multiple separate databases of sample signatures / seals / stamps, all in paper form.</li> <li>[iv] Multiple separate databases of sample signatures / seals / stamps, all in electronic form.</li> <li>[v] Multiple separate databases of sample signatures / seals / stamps, some in paper form, some electronic.</li> <li>[vi] Automatic digital verification (no database).</li> <li>[vii] Other – <i>please specify</i>: [insert answer]</li> </ul>
<p>18. How does a Competent Authority address situations where it is unable to verify the origin of the public document?</p>	<p>[a] The Competent Authority will contact the issuing authority to confirm authenticity, issue the Apostille, and then add the new signature, stamp or seal to the database.</p> <p>[b] The Competent Authority will contact the issuing authority to confirm authenticity but <i>will not</i> issue the Apostille until the new signature, stamp or seal is added to the database.</p> <p>[c] The Competent Authority rejects the document.</p> <p>[d] Other – <i>please specify</i>: [insert answer]</p>
<p>19. In what language(s) are the 10 standard items of your Apostilles available?</p>	<p>[a] In one language – <i>please specify</i>: [insert answer]</p> <p>[b] In two languages – <i>please specify</i>: [insert answer]</p> <p>[c] In three languages – <i>please specify</i>: [insert answer]</p> <p>[d] Other – <i>please specify</i>: [insert answer]</p>
<p>20. In what language(s) are the blank fields of your Apostilles filled in?</p>	<p>[a] In one language – <i>please specify</i>: [insert answer]</p> <p>[b] In two languages – <i>please specify</i>: [insert answer]</p> <p>[c] In three languages – <i>please specify</i>: [insert answer]</p> <p>[d] Other – <i>please specify</i>: [insert answer]</p>

<p>21. How are the blank fields of your Apostilles filled in?</p>	<p>[a] By hand.                  [b] Using computer software – <i>please specify</i>:                  [insert answer]                  [c] Other – <i>please specify</i>:                  [insert answer]</p>
<p><b>Apostille Registers</b></p>	
<p>22. How is your Apostille register, required by Article 7, maintained?</p>	<p>[a] Single Competent Authority:                  [i] Electronic form, publicly accessible online (e-Register).                  [ii] Electronic form, <i>not</i> publicly accessible online.                  [iii] Paper form.                  [iv] Other – <i>please specify</i>:                  [insert answer]                  [b] Multiple Competent Authorities:                  [i] A single, national register in electronic form, publicly accessible online (e-Register).                  [ii] A single, national register in electronic form, <i>not</i> publicly accessible online.                  [iii] A separate register for each Competent Authority, all in electronic form and all publicly accessible online (e-Register/s).                  [iv] A separate register for each Competent Authority, all in electronic form, but <i>not</i> all publicly accessible online.                  [v] A separate register for each Competent Authority, some in paper form, some electronic.                  [vi] Other – <i>please specify</i>:                  [insert answer]</p>
<p>23. What particulars are contained in your Apostille register?</p>	<p>[a] Number and date of the Apostille (<i>required</i>).                  [b] Name and capacity of the person signing the document and / or the name of authority whose seal or stamp is affixed (<i>required</i>).                  [c] Name and / or type of underlying document.                  [d] Description of the contents of underlying document.                  [e] Name of the applicant.                  [f] State of destination.                  [g] Copy of the Apostille.                  [h] Copy of the underlying document.                  [i] Other – <i>please specify</i>:                  [insert answer]</p>
<p>24. Is there a limit to how long records can be retained on the Apostille register?</p>	<p>[a] Yes, up to five years.                  [b] Yes, between five and ten years.                  [c] Yes, other – <i>please specify</i>:                  [insert answer]                  [d] No.</p>
<p>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?</p>	<p>[a] Never.                  [b] Once per year.                  [c] Between 2 and 10 times per year.                  [d] Between 10 and 20 times per year.                  [e] More than 20 times per year.                  [f] Unknown.                  [g] Not applicable, register is publicly accessible.</p>

Technology & the e-APP	
<p>26. Under your internal law, do you recognise electronic / digital signatures as functionally equivalent to handwritten signatures (<i>i.e.</i> can a public document be signed electronically)?</p>	<p>[a] Yes – <i>please specify</i>:</p> <p>[i] The provisions or implementing legislation, and the date of entry into force. [insert answer]</p> <p>[ii] The scope and any exclusions of the legislation. [insert answer]</p> <p>[iii] Please include a link or upload the document in the Additional Information &amp; Support Documentation Section: [insert answer]</p> <p>[b] No.</p>
<p>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)?</p>	<p>[a] Yes.</p> <p>[b] No, public documents are never executed in electronic form.</p>
<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>	<p>[a] All public documents.</p> <p>[b] Civil status documents (e.g. birth, death and marriage certificates) and certificates of non-impediment.</p> <p>[c] Other administrative documents (including decisions from administrative tribunals or decision-making bodies).</p> <p>[d] Extracts from commercial registers and other registers.</p> <p>[e] Notarial authentications of signatures.</p> <p>[f] Other notarial acts.</p> <p>[g] Diplomas and other education documents.</p> <p>[h] Court documents, including judgments.</p> <p>[i] Patents or other documents pertaining to intellectual property rights.</p> <p>[j] Documents relating to adoptions.</p> <p>[k] Translations.</p> <p>[l] Medical or health certificates.</p> <p>[m] Criminal records.</p> <p>[n] Import or export licences.</p> <p>[o] Certificates of origin.</p> <p>[p] Certificates of conformity.</p> <p>[q] Other – <i>please specify</i>: [insert answer]</p>
<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>	<p>[insert answer]</p>
<p>28. Do you issue e-Apostilles?</p>	<p>[a] Yes.</p> <p>[b] No – <i>please specify</i>:</p> <p>[i] We are studying the use of e-Apostilles and plan to implement the e-Apostille component – <i>please specify</i>: [insert answer]</p> <p>[ii] We are not currently planning to implement the e-Apostille component.</p>

<p><i>For Parties that answered no to Q28.</i> 28.1. What challenges are you facing that may prevent you from implementing the e-Apostille?</p>	<p>[a] Internal law limitations. [b] Judicial or administrative structure. [c] Implementation challenges (e.g. lack of resources, lack of infrastructure). [d] Cost. [e] System interoperability / compatibility. [f] Security concerns. [g] Other – <i>please specify</i>: [insert answer]</p>
<p><i>For Parties that answered no to Q28.</i> 28.2. How do you issue an Apostille for a public document executed in electronic form?</p>	<p>[a] Public documents are never executed in electronic form. [b] By paper Apostille, attached to a hard copy of the electronic public document. [c] Other – <i>please specify</i>: [insert answer]</p>
<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>	<p>[a] Electronic public documents. [b] Paper public documents that have been scanned by a public official. [c] Paper public documents that have been scanned by applicants.</p>
<p><i>For Parties that answered yes to Q28.</i> 28.4. How is an e-Apostille signed (<i>i.e.</i> what technology is used to apply an electronic / digital signature)?</p>	<p>[a] A government-built certificate. [b] Technology from a commercial provider (e.g. Adobe) – <i>please specify</i>: [insert answer] [c] Other – <i>please specify</i>: [insert answer]</p>
<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>	<p>[insert answer]</p>
<p><i>For Parties that answered yes to Q28.</i> 28.6. Once issued, how is the e-Apostille transmitted to the applicant?</p>	<p>[a] Via email (regular). [b] Via email (secured / encrypted). [c] Electronic transmission via online platform administered by the government. [d] Electronic transmission via online platform administered by a private service provider. [e] Other – <i>please specify</i>: [insert answer]</p>
<p>29. Are your authorities equipped to accept incoming e-Apostilles?</p>	<p>[a] Yes, all e-Apostilles can be processed. [b] Yes, but on certain conditions – <i>please specify</i>: [insert answer] [c] No – <i>please explain why not</i>: [insert answer]</p>
<p>30. Do you maintain an e-Register?</p>	<p>[a] Yes. [b] No – <i>please specify</i>: [i] We are studying the use of an e-Register and plan to implement the e-Register component – <i>please specify</i>: [insert answer] [ii] We are not currently planning to implement the e-Register component.</p>

<p><i>For Parties that answered no to Q30.</i> 30.1. What challenges are you facing that may prevent you from implementing the e-Register?</p>	<p>[a] Internal law limitations. [b] Judicial or administrative structure. [c] Implementation challenges (e.g. lack of resources, lack of infrastructure). [d] Cost. [e] System interoperability / compatibility. [f] Security concerns. [g] Other – <i>please specify</i>: [insert answer]</p>
<p><i>For Parties that answered yes to Q30.</i> 30.2. What technology is used to maintain your e-Register?</p>	<p>[a] A government-built platform. [b] Technology from a commercial provider – <i>please specify</i>: [insert answer] [c] Other – <i>please specify</i>: [insert answer]</p>
<p>31. Have you been in contact with other Competent Authorities that operate an e-APP component and exchanged information and / or relevant experience?</p>	<p>[a] Yes – <i>please specify</i>: [insert answer] [b] No.</p>
<p><b>Issues with Apostilles</b></p>	
<p>32. Has an Apostille <b>issued</b> by your Competent Authority ever been refused by the authorities of another Contracting Party on the following grounds:</p>	<p>[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 – <i>please specify</i>: [insert answer] [c] The Apostille was not signed. [d] One or more of the standard informational items were not filled in – <i>please specify</i>: [insert answer] [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 – <i>please specify</i>: [insert answer] [j] Unknown. [k] No / Not applicable.</p>
<p><i>For Parties that answered other than “No” to Q32.</i> 32.1. If an Apostille was rejected, what action did you take?</p>	<p>[a] The Apostille was reissued. [b] Contacted the receiving authority. [c] Contacted the Competent Authority of the place of destination. [d] Contacted nearest diplomatic mission of the place of destination. [e] Contacted own diplomatic mission accredited to the place of destination. [f] Contacted the Permanent Bureau. [g] No action taken. [h] Other – <i>please specify</i>: [insert answer] [i] Unknown.</p>

33. Has your Competent Authority ever been requested by external Competent Authorities to certify or confirm your procedure for issuing Apostilles?	[a] Yes – <i>please specify:</i> [insert answer] [b] No.
34. Has an Apostille <b>received</b> by your authorities ever been refused on the following grounds:	[a] The issuing State was not a Contracting Party to the Apostille Convention – <i>please specify:</i> [insert answer] [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 – <i>please specify:</i> [insert answer] [d] The Apostille was not signed. [e] One or more of the standard informational items were not filled in – <i>please specify:</i> [insert answer] [f] The Apostille was in electronic form (an e-Apostille). [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 – <i>please specify:</i> [insert answer] [k] Unknown. [l] No / Not applicable.
<b>Miscellaneous</b>	
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. [b] Yes, via videoconference. [c] No.
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>	[a] Yes – <i>please specify:</i> [insert answer] [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>	[a] Yes – <i>please specify:</i> [insert answer] [b] No.
38. Would you be interested in attending the 12 <sup>th</sup> International Forum on the e-APP (to be held in conjunction with the meeting of the Special Commission)?	[a] Yes, if possible, in person. [b] Yes, via videoconference. [c] No.
39. Are there any specific topics or practical issues that you would like discussed at the e-APP Forum? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[a] Yes – <i>please specify:</i> [insert answer] [b] No.

<p>40. The Permanent Bureau is in the process of drafting a 2<sup>nd</sup> edition of the Apostille Handbook. Are there any specific topics, suggestions for presentation or formatting, or any other proposals for inclusion?  <i>Please note that answers to this question will not be incorporated into the first draft of the 2<sup>nd</sup> edition. The PB will take them into account in preparing subsequent drafts.</i>  <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i></p>	<p>[a] Yes – <i>please specify:</i>                  [insert answer]                  [b] No.</p>
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## Questionnaire 2 – Data & Statistics of Contracting Parties

Statistics			
1. How many Apostilles were issued by your authorities in each of the following years? <i>Please indicate the total number, including e-Apostilles (if applicable).</i>	2016	[insert answer]	
	2017	[insert answer]	
	2018	[insert answer]	
	2019	[insert answer]	
	2020	[insert answer]	
	[a]	Unknown – <i>please explain:</i> [insert answer]	
2. How many legalisations were performed by your authorities in each of the following years?		Outgoing Documents <sup>3</sup>	Incoming Documents <sup>4</sup>
	2016	[insert answer]	[insert answer]
	2017	[insert answer]	[insert answer]
	2018	[insert answer]	[insert answer]
	2019	[insert answer]	[insert answer]
	2020	[insert answer]	[insert answer]
3. What are the principal destinations for the Apostilles you issued?	Destination	Number	Percentage
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
4. What were the three categories of public documents for which Apostilles were most frequently requested?	[a]	Civil status documents (e.g. birth, death and marriage certificates) and certificates of non-impediment	
	[b]	Other administrative documents (including decisions from administrative tribunals or decision-making bodies)	
	[c]	Extracts from commercial registers and other registers	
	[d]	Notarial authentications of signatures	
	[e]	Other notarial acts	
	[f]	Diplomas and other education documents	
	[g]	Court documents, including judgments	
	[h]	Patents or other documents pertaining to intellectual property rights	
	[i]	Documents relating to adoptions	
	[j]	Translations	
	[k]	Medical or health certificates	

<sup>3</sup> Legalisations performed by your Ministry of Foreign Affairs (or equivalent) for documents executed in your territory.

<sup>4</sup> Legalisations performed by your consulates / embassies in another territory for documents executed in that territory.

	[l]	Criminal records	
	[m]	Import or export licences	
	[n]	Certificates of origin	
	[o]	Certificates of conformity	
	[p]	Other – <i>please specify</i> : [insert answer]	
<b>e-APP</b>			
<i>For Parties that have implemented one or both components of the e-APP.</i>			
5. How many e-Apostilles were issued by your authorities in each of the following years?	2016	[insert answer]	
	2017	[insert answer]	
	2018	[insert answer]	
	2019	[insert answer]	
	2020	[insert answer]	
	[a]	Unknown – <i>please explain</i> : [insert answer]	
6. What are the principal destinations for the e-Apostilles you issued?	Destination	Number	Percentage
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
	[insert answer]	[insert answer]	[insert answer]
7. How frequently was your e-Register consulted in each of the following years?	2016	[insert answer]	
	2017	[insert answer]	
	2018	[insert answer]	
	2019	[insert answer]	
	2020	[insert answer]	
	[a]	Unknown – <i>please explain</i> : [insert answer]	

## **Additional Information & Supporting Documentation**

Please upload any additional information or documentation to support your response. This may include resources for the general public or guidelines for Competent Authority staff, as well as any recent judicial decisions, legislative developments, books, articles, or published works relevant to the operation of the Apostille Convention.  
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