

REPUBLIC OF ARMENIA 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>[a] Yes, under internal law.</p> <p><i>Procedure of legalization of foreign public documents is prescribed by Law on Consulate Service of the Republic of Armenia, as well as the Government Decision N 286-N dated March 24, 2011 according to which documents approved or drawn up by the competent authorities of a foreign state are subject to legalization, except documents issued by the competent authorities of Contracting States of the Hague Convention dated October 5, 1961.</i></p> <p><i>Under other agreements between Armenia and other Contracting States of the Apostille Convention Armenia does not require Apostilles.</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>	In Armenia there are two Competent Authorities designated under the Apostille Convention - the Ministry of Justice of the Republic of Armenia and the Ministry of Foreign Affairs of the Republic of Armenia.
4. Do your diplomatic missions abroad play a role in the Apostille issuance process?	<p>[b] Yes, our diplomatic missions act as intermediaries between the applicant and Competent Authority (e.g. forwarding applications and transmitting Apostilles once issued).</p> <p><i>Citizens of the Republic of Armenia abroad can apply to the RA diplomatic missions and submit application, as well as the documents needed. Diplomatic missions abroad do not issue documents with Apostille. They provide the Ministry of Foreign Affairs of the Republic of Armenia with the documents and the latter certifies the documents with Apostille.</i></p>
Substantive Scope	
5. Is the concept of 'public document' defined in your internal law?	<p>[a] Yes.</p> <p><i>The concept of "public document" is defined in Part 1 of Article 2 of the Law on "Verification of Public Documents of the Republic of Armenia by Apostille" dated January 19, 2021, which particularly states that public documents are documents drawn up and submitted by the courts, administrative and other bodies of the Republic of Armenia, officials of these bodies, as well as Public Notaries on paper or in electronic format in the exercise of their official functions.</i></p>
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?	[b] No.		
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?	[a] Yes, as the State of origin. Sometimes it is difficult to evaluate which documents are classified under administrative documents dealing with commercial or customs operations, as well as the reason of exclusion of such documents.		
<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&R No 10 of the 2016 SC).	We find the assistance regarding the previous guidance on the interpretation of the Art. 1(3)(b) exclusion sufficient.		
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)		X
	Commercial invoices		X	
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.	
		[c]	By email.	
		[d]	Through a website.	X

	[e] Other. <i>The Government of the Republic of Armenia on behalf of the Ministry of Justice has delegated powers to Haypost (National Postal Operator) and Banks of the Republic of Armenia with acceptance of Apostille applications. The letters send the documents to the Ministry of Justice by post.</i>			X
14. When issuing an Apostille, do you enquire about the State of destination?	[b] Yes, the enquiry is made orally.			
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 following working day	On the following working day	On the following working day	
16. Does your Competent Authority impose a fee for issuing an Apostille?	[a] Yes, a single price for all Apostilles. <i>A single price in the amount of approximately 8 Euro is imposed for an Apostille. From May 16, 2021 according to the Law "on Amendments and Supplements to the Law on State Fee" the state fee for the Apostille will rise to approximately 13 Euro.</i>			
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))?	[a] Single Competent Authority. [ii] An electronic database of sample signatures / seals / stamps.			
18. How does a Competent Authority address situations where it is unable to verify the origin of the public document?	[d] Other. <i>The Electronic System of Apostille has the database of sample signatures / seals / stamps, the capacity of the signer through which we can identify the above-mentioned data. In case of long-standing documents with signatures / seals / stamp which have not been maintained and when there is no doubt about the forgery, we verify with Apostille stating that it was issued by an official. We can also require sample signatures / seals / stamps of the authorities which have issued them to confirm authenticity the documents.</i>			
19. In what language(s) are the 10 standard items of your Apostilles available?	[d] Other. <i>Currently Apostille is in English but the possible version is being considered to issue Apostille in bilingual or trilingual versions.</i>			
20. In what language(s) are the blank fields of your Apostilles filled in?	[d] Other. <i>Currently the blank fields of Apostille are filled in English. In case of bilingual or trilingual versions the blank fields will be filled both in English and in French. The new Law "On Apostille" has already been adopted and the sub-legislative act that follows from the law will enter into force within 2 months. After this process it will be clear in what languages the blank fields should be filled.</i>			
21. How are the blank fields of your Apostilles filled in?	[b] Using computer software. <i>The blank fields are filled in through Electronic System.</i>			
Apostille Registers				
22. How is your Apostille register, required by Article 7, maintained?	[a] Single Competent Authority. [ii] Electronic form, not publicly accessible online.			
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 (<i>required</i>).	
	[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.	X
	[i] Other.	
24. Is there a limit to how long records can be retained on the Apostille register?	[d] No.	
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?	[a] Never.	
Technology & the e-APP		
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)?	[a] Yes. <i>Article 4 of the Law on Electronic Document and Electronic Digital Signature dated December 4, 2004 defines that an electronic document protected by an electronic digital signature has the same legal value as a document secured by a handwritten signature of a person, if the authenticity of the electronic digital signature is confirmed.</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.	
<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)?	[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.	X
	[f] Other notarial acts.	
	[g] Diplomas and other education documents.	
	[h] Court documents, including judgments.	X
	[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>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)?	Competent authorities of the Republic of Armenia that submit documents in electronic form, also submit documents in paper form. In regard with statistics we cannot provide any data.	
28. Do you issue e-Apostilles?	[a] Yes.	
<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?	[a] Electronic public documents. [b] Paper public documents that have been scanned by a public official.	
<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)?	[b] Technology from a commercial provider (e.g. Adobe). <i>The electronic system will put a signature and stamp of an official.</i>	
<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?	In fact, e-Apostille will not be affixed to the public document. There is a QR-code and 16-digit number, through which it will be possible to verify the Apostille. When entering the 16-digit numbers both the public document and the Apostille are available.	
<i>For Parties that answered yes to Q28.</i> 28.6. Once issued, how is the e-Apostille transmitted to the applicant?	[a] Via email (regular).	
29. Are your authorities equipped to accept incoming e-Apostilles?	[a] Yes, all e-Apostilles can be processed.	
30. Do you maintain an e-Register?	[a] Yes.	
<i>For Parties that answered yes to Q30.</i> 30.2. What technology is used to maintain your e-Register?	[b] Technology from a commercial provider.	
31. Have you been in contact with other Competent Authorities that operate an e-APP component and exchanged information and / or relevant experience?		
Issues with Apostilles		
32. Has an Apostille <i>issued</i> 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.	X
<i>For Parties that answered other than "No" to Q32.</i> 32.1. If an Apostille was rejected, what action did you take?	[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.	X
	[h] Other.	
	[i] Unknown.	X
33. Has your Competent Authority ever been requested by external Competent Authorities to certify or confirm your procedure for issuing Apostilles?	[a] Yes. <i>Yes, sometimes Competent Authorities have requested for detailed information on procedure for issuing Apostille.</i>	
34. Has an Apostille received 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.	
	[l] No / Not applicable.	X
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)?	[a] Yes, if possible, in person.	
40. The Permanent Bureau is in the process of drafting a 2 nd 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 2nd 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>	[b] No.	