



REPUBLIC OF BULGARIA
National Centre for
Information and Documentation



NACID

Love to share!

Our experience on e-APP

1

What we do?

The National Center for Information and Documentation (NACID) secures access to a variety of information resources, maintains databases, creates information products and provides services to support the development of education, training, and science.

The Centre is the authorized body for issuing the Apostille certificate for educational and certification documents issued by the institutions in the system of pre-school, school and vocational education and training, by the university institutions and scientific organizations and by the Ministry of Education and Science and its divisions, through amendments in the Declaration under art. 6, par. 1, of the Law on ratification of the Convention for abolishing the requirement of legalization for foreign public documents **of October 19, 2018.**

2

The beginning

What did the analysis of the procedure for issuing Apostilles show?

Negatives:

A cumbersome procedure

Difficulties for stakeholders

The impact of paper use on the environment

Opportunity: Digital environment

3

Can it be changed and how?

What do we have?

- ✓ *Legislative framework - Hague Convention, recommendations of the Permanent Bureau, Apostille Handbook, European and National legislation*
- ✓ *Required availabilities:*
 - **Databases available – e-Registers of all students in educational institutions, including universities, e-Registers of the issued documents for completed educational degree, including for higher education and an up-to-date database of the specimens of the competent persons signing the educational documents.**
 - **Built internal information system for movement of paper documents and Apostilles**
 - **e-Register-Category 2 (Additional)**
- ✓ *Financial resource - The Bulgarian Operational Program "Good Governance" for the implementation of the European Social Fund (ESF) in the period 2014-2020*
- ✓ *Competent staff*

What we need?

- ✓ *Project*
- ✓ *IT professionals*
- ✓ *Technology*

What we did?

- We completed the project successfully
- We implemented the components of e-APP:
 1. e-Apostilles on the paper educational documents which are subsequently scanned and digitally certified by authorized officer.
 2. e-Register-Category 3 (Advanced) - verification of the Apostille and document, digital certificate of the Apostille and the integrity of the underlying public document.

The e-process

The e-administrative services are available **ONLY** for educational documents which **are available** in **e-Registers** of issued educational documents where the documents may be verified officially.

The holders of a diploma and other documents issued **after 2007** by Bulgarian educational institutions/schools (Bulgarian and foreign citizens) and the holders of a diploma/diploma supplement issued **after 2012** by Bulgarian universities/HEIs (Bulgarian and foreign citizens) can **apply online** and receive e-Apostilles and/or paper Apostilles.

Why: e-Registers of issued documents for primary, secondary and higher education and vocational education and/or training maintained by the Ministry of Education and Science and NACID.

The paper process

For educational documents which **ARE NOT AVAILABLE in e-Registers** request for issuing both paper and/or e-Apostille can be made in the **Administrative Service Centre of NACID orally or by written application.**

The verification of both e-Apostilles and paper Apostilles are carried out through the NACID “Apostilles e-Register”. **Portal available at internet address:**

<https://apostille.bg/>.

Start, Checking status and Verification


Apostille Verification

In this section of the portal Apostilles Register you are able to verify an already issued Apostille certificate. For this purpose, you need to enter the 13-symbol (ID) of the apostille, which you can find at the end of the paper/electronic Apostille in the field „Verification code“.

In order to be allowed by the system to view the Apostille-certified document, it is necessary to pass the "Anti-spam" check shown below and press the "Verify" button.

Verification code:

Anti-spam:

 I'm not a robot 
reCAPTCHA
Privacy - Terms

VERIFY

Application of the Apostille

The National Center for Information and Documentation provides services for issuance of Apostille certificate of **educational and certification documents issued by institutions in the system of pre-school, school and vocational education and training, by higher schools and scientific organizations, by the Ministry of Education and Science and its units.**

Detailed information can be found in the section „Administrative Service Center“ on the NACID website.

APOSTILLE for school education

SUBMIT ELECTRONIC APPLICATION

APOSTILLE for higher education

SUBMIT ELECTRONIC APPLICATION

APOSTILLE for professional qualification in an unregulated profession

SUBMIT ELECTRONIC APPLICATION

APOSTILLE for rights of graduates of educational and qualification degrees

SUBMIT ELECTRONIC APPLICATION

Checking the status of an application

In this section of the Apostilles Register portal you have the opportunity to check the status of an **electronically submitted Application**. To do this, you need to enter **N^o of the document** and the **Access code** send to the e-mail address specified by you in your e-application.

N^o of document:

Access code:

VERIFY

9




Application steps

Application for issuing APOSTILLE certificate on educational and certification documents issued by higher schools and scientific organizations in the Republic of Bulgaria


Applicant — Objective — Type — Electronic Apostilles — Paper Apostilles — Payment — Preview


▼ Applicant identification data


Bulgarian citizen Foreign person


Name 
(only Cyrillic letters are allowed)


Father's name
(only Cyrillic letters are allowed)

Surname 
(only Cyrillic letters are allowed)

Identity number of your ID 

Country 

Phone number 

E-mail 

E-mail confirmation


Through a representative

[▶ Next](#)

Advantages

1. All interested foreign institutions and persons from any country can **easily verify both the e-Apostille** and the paper Apostille together with the document they are attached to by entering the ID number located at the bottom of the respective Apostille in the “**Apostille Verification**” section of the Portal “**Apostilles e-Register**”: <https://apostille.bg/>.
2. The e-Apostille and the document, **both merged into a unified PDF file**, are previewed, and the file can be downloaded, stored and provided via any electronic device. Each e-Apostille is also equipped with **a QR-code** for easy verification through these digital devices from anywhere across the globe.
3. Processing time and Price – **Fast and Cheap!**


Electronic APOSTILLE signed by digital Certificate

 Signed and all signatures are valid.

APOSTILLE (Convention de La Haye du 5 octobre 1961)	
1. Държава: Country:	Република България Republic of Bulgaria
Този публичен акт This public document	
2. е подписан от has been signed by	Ректор Rector
3. в качеството му на acting in the capacity of	Ректор Rector
4. и е поставен печат/марка от Софийски университет "Св. Климент Охридски" bears the seal/stamp of Sofia University "St. Kliment Ohridski"	
Заверен Certified	
5. в София - България/at Sofia - Bulgaria	6. на/on 15.06.2020
7. от by	Национален център за информация и документация National Centre for Information and Documentation
8. №/No	C-126954/15.06.2020
9. Печат: Seal/stamp:	10. Подпис/Signature: Електронно подписан от/ Digitally signed by: Velichka Ivanova Lozanova Director

Този Apostille удостоверява само истинността на подписа, качеството, в което е действало лицето, подписало документа, и при необходимост автентичността на печата или марката, поставени върху документа.
Този Apostille не удостоверява съдържанието на документа, за който е издаден.
За да проверите издаването на този Apostille, вижте www.apostille.bg
Идентификатор за проверка на Apostille ID: JAI7567LIVZV

Документът е електронно подписан съгласно Закона за електронния документ и електронните удостоверителни услуги (в сила от 10.04.2001 г.).



This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.
This Apostille does not certify the content of the document for which it was issued.
To verify the issuance of this Apostille, see www.apostille.bg
Verification of the Apostille ID: JAI7567LIVZV

The document has been electronically signed according to Electronic Document and Electronic Trust Services Act (in force from 2001 of April 10th)

The result

Each individual person whose educational documents have been certified with both paper and e-Apostille receives an electronic message presenting detailed information about the issued Apostilles with a direct link to the relevant Apostille at the Portal (<https://apostille.bg/>) for verification by any interested institution or person.

Преписката по Вашето заявление за издаване на Apostille е приключена.

За да прегледате преписката и да изтеглите удостоверените с електронен Apostille документи, посетете портала „Регистър Apostilles“ на адрес: <https://apostille.bg/>, като въведете:

Номер на преписка:

Код за достъп

Издадени са 1бр. електронни Apostilles:

Диплома Apostille No: код за достъп (ID):

Електронният Apostille е електронна версия на хартиения Apostille. Електронните Apostilles имат същата правна сила като хартиените. Всички държави, които са страни по Хагската конвенция от 5 октомври 1961 г. за премахване на изискването за легализация на чуждестранни публични актове, са длъжни да приемат електронния Apostille. Електронният и хартиеният Apostille са еднакво валидни.

Можете да изпратите това съобщение на заинтересованите институции или лица.

За проверка на Apostille и свързания с него документ моля, посетете електронния Регистър на Националния център за информация и документация на адрес: <https://apostille.bg/>

Необходимо е да въведете идентификационния код (ID) на съответния Apostille.

An e-Apostille is an electronic version of a paper Apostille. E-Apostilles have the same legal standing an effect as paper Apostilles. All countries who are party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legislation for Foreign Public Documents are obliged to accept the e-Apostille. E-Apostille and paper Apostille are equally valid.

You can send this message to institutions or persons who are interested in your documents.

To check the Apostille and related document, please visit the e-Register of the National Center for Information and Documentation at: <https://apostille.bg/>

Please enter the identification code (ID) of the Apostille.

Verification of e-Document

The verification of digitally signed document is important as for its holder as well as for the institution/person to which it will be submitted. The process indicates:

- Verification of the **validity of digital certificate** by which the document has been signed.
- Verification if the document **has not been already modified after** it has been signed.

14

The verification can be made at the website of the Electronic Governance State Agency in the [“Validation of e-Documents” section.](#)

Validation of the timestamps

The certificate of the **timestamp** placed on an electronic document, which has been signed with a digital certificate with a timestamp generated for it, can be verified. **The validity of the timestamp:**

- certifies **the time of signing** the electronic document and
- **guarantees** that the document has been created before the timestamp is placed.

The validation can be made at the website of the Electronic Governance State Agency in the **“Validation of timestamps” section.**

STATISTICS OF ISSUED APOSTILLES BY NACID			
Period	Total Number	Paper Apostilles	e- Apostilles
15.06. 2020 – 14.06.2021	16 607	14 860	1 747
15.06.2019 – 14.06.2020	17634	17634	X
15.06.2018 – 14.06.2019	21656	21656	X
15.06.2017 – 14.06.2018	23045	23045	X

Challenges

1. How to **bind** an e-apostilled document with its translation made by a sworn translator?
2. The competent institutions to which the apostilled document is presented **still insist on paper**.
3. Consumers' **distrust** of the digitally certified e-documents.



REPUBLIC OF BULGARIA
National Centre for
Information and Documentation



NACID

THANK YOU FOR YOUR ATTENTION!

Velichka Lozanova

Director of Directorate “Information Activities and
Authentication of Educational Documents”

52 A, Dr. G. M. Dimitrov Blvd.

1125 Sofia, Bulgaria

e-mail: lozanova@nacid.bg

tel.: (+359 2) 817 38 55

NACID e-mail: nacid@nacid.bg

<https://nacid.bg/en/>