

APOSTILLE

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**APERÇU DES RÉPONSES AU QUESTIONNAIRE DE JANVIER 2012 PORTANT SUR
LA CONVENTION DE LA HAYE DU 5 OCTOBRE 1961 SUPPRIMANT L'EXIGENCE
DE LA LÉGALISATION DES ACTES PUBLICS ÉTRANGERS
(CONVENTION APOSTILLE)**

établi par le Bureau Permanent

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**SYNOPSIS OF RESPONSES TO THE QUESTIONNAIRE OF JANUARY 2012 RELATING TO
THE HAGUE CONVENTION OF 5 OCTOBER 1961 ABOLISHING THE REQUIREMENT
OF LEGALISATION FOR FOREIGN PUBLIC DOCUMENTS
(APOSTILLE CONVENTION)**

drawn up by the Permanent Bureau

(Version révisée en juillet 2013 /
revised version as per July 2013)

*Document préliminaire No 3 de septembre 2012
à l'attention de la Commission spéciale de novembre 2012 sur le
fonctionnement pratique de la Convention Apostille*

*Preliminary Document No 3 of September 2012
for the attention of the Special Commission of November 2012 on the
practical operation of the Apostille Convention*

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Une première version de ce document a été élaborée en prévision de la Commission spéciale de 2012 sur le fonctionnement pratique de la Convention Apostille et a été actualisée au 14 septembre 2012. Cette nouvelle version, révisée en juillet 2013, reprend les réponses reçues jusqu'en **mai 2013**. Le document compte actuellement 52 réponses.

Ce document n'a pas été traduit. Afin de rendre les réponses facilement accessibles aux experts de la Commission spéciale, celles-ci ont uniquement été compilées telles qu'elles ont été reçues et dans la langue dans laquelle elles ont été reçues. Le Bureau Permanent a apporté quelques corrections mineures au texte à des fins de présentation. Les réponses des États peuvent être consultées dans leur intégralité et dans leur version originale sur l'Espace Apostille du site web de la Conférence de La Haye (à l'adresse < www.hcch.net >, sous la rubrique « Questionnaires & Réponses »), à l'exception de celles de certains États, qui ne figurent ni en ligne, ni dans le présent document. Ces États n'ont pas souhaité voir leur réponse publiée.

Par souci de concision, les réponses aux questions suivantes ne sont pas reprises dans le présent document :

- Autres instruments pertinents, lois ou pratiques internes qui facilitent la production d'actes publics étrangers ou la dispensent de légalisation ou de formalité similaire (partie A, question g) et partie B, question 1.3 a)) ;
- Législation de transposition (partie B, question 1.1 a));
- Information du public concernant le fonctionnement de la Convention Apostille (partie B, question 4.4 a));
- Travaux publiés et décisions de justice concernant la Convention Apostille (partie B, question 4.5 a) et b));
- Coordonnées complètes des Autorités compétentes des États contractants (partie B, question 5.1).

Dans ce document, les nombres entre crochets ('[#]') renvoient au nombre d'États concernés par une réponse donnée.

* * *

A first version of this document was prepared for the 2012 Special Commission on the practical operation of the Apostille Convention and was updated until 14 September 2012. The present version revised as per July 2013 reflects the responses received up until **May 2013**, which amount to 52 responses.

This document has not been translated. It is a compilation of the responses as they were received to make the responses more readily accessible to experts to the Special Commission. Therefore the responses appear as they were received, in the language in which they were received. The Permanent Bureau has made some minor corrections to the text of responses for presentation purposes. The complete response of each State in its original form is available on the Apostille Section of the Hague Conference website < www.hcch.net > under "Questionnaires & Responses". Responses from States that objected to the publication of their response have not been made available online and are not reproduced in this document.

In the interests of brevity responses to the following questions have not been compiled in this document:

- Other relevant instruments, internal laws or practices which facilitate or exempt the production of foreign public documents from legalisation or similar formality (Part A, Question g) and Part B, Question 1.3 a));
- Implementation legislation (Part B, Question 1.1 a));

- Public information on the operation of the Apostille Convention (Part B, Question 4.4 a));
- Published works and court decisions on the Apostille Convention (Part B, Question 4.5 a) and b));
- Full contact details of Competent Authorities (Part B, Question 5.1).

Throughout this document numbers contained in square brackets ('[#]') refer to the number of relevant responses.

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States Responses to the Apostille Questionnaire

States [52]	Non-Contracting States [10]
<ol style="list-style-type: none"> 1. Argentina 2. Australia 3. Austria 4. Azerbaijan 5. Belgium 6. Bosnia and Herzegovina 7. Bulgaria 8. Burundi 9. Canada 10. Chile 11. China¹ 12. China (Hong Kong) 13. China (Macao) 14. Colombia 15. Costa Rica 16. Croatia 17. Cyprus 18. Czech Republic 19. Denmark 20. Finland 21. Georgia 22. Germany 23. Greece² 24. Guatemala 25. Hungary 26. Iran 27. Israel 28. Japan 29. Latvia 30. Malaysia 31. Malta 32. Mexico 33. Monaco 34. Namibia 35. New Zealand 36. Nicaragua³ 37. Peru 38. Philippines 39. Poland 40. Portugal 41. Republic of Moldova 42. Romania 43. Slovakia 44. Slovenia 45. Spain 46. Swaziland 47. Sweden⁴ 	Contracting States [42]
	<ol style="list-style-type: none"> 1. Burundi 2. Canada 3. Chile 4. China¹ 5. Guatemala 6. Iran 7. Malaysia 8. Nicaragua³ 9. Philippines 10. Viet Nam⁵ 1. Argentina 2. Australia 3. Austria 4. Azerbaijan 5. Belgium 6. Bosnia and Herzegovina 7. Bulgaria 8. China (Hong Kong) 9. China (Macao) 10. Colombia 11. Costa Rica 12. Croatia 13. Cyprus 14. Czech Republic 15. Denmark 16. Finland 17. Georgia 18. Germany 19. Greece² 20. Hungary 21. Israel 22. Japan 23. Latvia 24. Malta 25. Mexico 26. Monaco 27. Namibia 28. New Zealand 29. Peru 30. Poland 31. Portugal 32. Republic of Moldova 33. Romania 34. Slovakia 35. Slovenia

¹ The response from the People's Republic of China contained separate responses from mainland China (hereinafter "China"), Hong Kong Special Administrative Region (hereinafter "Hong Kong") and Macao Special Administrative Region (hereinafter "Macao").

² Two responses were received from Greece, one from the Ministry of Interior (hereinafter Greece "MoI") and the other from the Ministry of Justice (hereinafter Greece "MoJ").

³ A response was received from Nicaragua, however this State objected to all of its response being published on the Hague Conference website. Nicaragua acceded to the Apostille Convention on 7 September 2012.

⁴ In its response, Sweden indicated that it was unable to answer the Questionnaire given the decentralised system of issuing Apostilles in that State and the absence of any central source of

48. Switzerland	36. Spain
49. Ukraine	37. Swaziland
50. United Kingdom	38. Sweden ⁴
51. United States of America	39. Switzerland
52. Viet Nam ⁵	40. Ukraine
	41. United Kingdom
	42. United States of America

information on the operation of the Convention.

⁵ A response was received from Viet Nam, however this State objected to all of its response being published on the Hague Conference website.

États ayant répondu au Questionnaire Apostille

États [52]	États non contractants [10]
1. Allemagne 2. Argentine 3. Australie 4. Autriche 5. Azerbaïdjan 6. Belgique 7. Bosnie-Herzégovine 8. Bulgarie 9. Burundi 10. Canada 11. Chili 12. Chine ⁶ 13. Chine (Hong Kong) 14. Chine (Macao) 15. Chypre 16. Colombie 17. Costa Rica 18. Croatie 19. Danemark 20. Espagne 21. États-Unis d'Amérique 22. Finlande 23. Géorgie 24. Grèce ⁷ 25. Guatemala 26. Hongrie 27. Iran 28. Israël 29. Japon 30. Lettonie 31. Malaisie 32. Malte 33. Mexique 34. Monaco 35. Namibie 36. Nicaragua ⁸ 37. Nouvelle-Zélande 38. Pérou 39. Philippines 40. Pologne 41. Portugal 42. République de Moldova 43. République tchèque 44. Roumanie 45. Royaume-Uni 46. Slovaquie 47. Slovénie 48. Suède ⁹	1. Burundi 2. Canada 3. Chili 4. Chine ⁶ 5. Guatemala 6. Iran 7. Malaisie 8. Nicaragua ⁸ 9. Philippines 10. Viet Nam ¹⁰
	États contractants [42]
	1. Allemagne 2. Argentine 3. Australie 4. Autriche 5. Azerbaïdjan 6. Belgique 7. Bosnie-Herzégovine 8. Bulgarie 9. Chine (Hong Kong) 10. Chine (Macao) 11. Chypre 12. Colombie 13. Costa Rica 14. Croatie 15. Danemark 16. Espagne 17. États-Unis d'Amérique 18. Finlande 19. Géorgie 20. Grèce ⁷ 21. Hongrie 22. Israël 23. Japon 24. Lettonie 25. Malte 26. Mexique 27. Monaco 28. Namibie 29. Nouvelle-Zélande 30. Pérou 31. Pologne 32. Portugal 33. République de Moldova 34. République tchèque 35. Royaume-Uni 36. Roumanie

⁶ La réponse fournie par la République populaire de Chine contient les réponses distinctes de la Chine continentale (ci-après « Chine »), de la Région administrative spéciale de Hong Kong (ci-après « Hong Kong ») et de la Région administrative spéciale de Macao (ci-après « Macao »).

⁷ Deux réponses ont été reçues pour la Grèce ; l'une envoyée par le Ministère de l'Intérieur (ci-après « Greece MoI ») et l'autre par le Ministère de la Justice (ci-après « Greece MoJ »).

⁸ Le Nicaragua a fait parvenir une réponse, mais a refusé qu'elle soit publiée en intégralité sur le site de la Conférence de La Haye. Le Nicaragua a adhéré à la Convention Apostille le 7 septembre 2012.

⁹ La Suède a indiqué qu'elle n'était pas en mesure de répondre au Questionnaire en raison de son

49.Suisse 50.Swaziland 51.Ukraine 52.Viet Nam ¹⁰	37.Slovaquie 38.Slovénie 39.Suède ⁹ 40.Suisse 41.Swaziland 42.Ukraine
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système décentralisé d'émission d'Apostilles et en l'absence de source centrale d'informations sur le fonctionnement de la Convention.

¹⁰ Le Viet Nam a fait parvenir une réponse, mais a refusé qu'elle soit publiée en intégralité sur le site de la Conférence de La Haye.

Questions & Replies	States
PART A – Questions for non-Contracting States	
Reasons for not being a Contracting State	
a) Why not party to the Convention?	
The internal law of your State does not require foreign public documents to be legalised or subjected to a similar formality before having effect in your State.	[0]
<p>There are legal obstacles in the internal legal system of your State that prevent it from becoming a Party to the Convention.</p> <p><u>Guatemala</u>: No legal obstacles, most of all, the situation that internal legislation states a specific procedure to legalize incoming documents. This legislation does not state a specific procedure to legalize outgoing documents (furthermore, it does not mandate legalization of outgoing documents); nevertheless, following the principles observed on the incoming documents, a chain of signatures (pases de ley in spanish), due to the requirement that other States establish for documents which origin is Guatemala. It is wise to express that the Ministry of Foreign Affairs of the Republic of Guatemala does not receive any income for the legalization of incoming and outgoing documents, nevertheless, it wishes to highlight that a specific tax exists, which goes directly to the tax office of Guatemala, and so far no studies have been done which could demonstrate the eventual income loss that the implementation of the Apostille would imply.</p>	Chile, Guatemala. [2]
Your State is concerned about the loss of revenue currently generated by legalising documents.	Guatemala. [1]
<p>Other specific issues:</p> <p><u>Guatemala</u>: The Guatemalan legislation does not provide the implementation of the Apostille, for this, internal law needs amendments and modifications.</p>	Guatemala. [1]
Your State does not have the means or resources to properly implement the Apostille Convention.	[0]
The question of becoming a Party to the Convention has never been examined in detail.	Burundi. [1]
The absence of a clause that would allow for the Apostille Convention to be extended to one or more territorial units is an obstacle to your State, as a multi-unit State, joining the Convention.	[0]
<p>Other:</p> <p><u>China (People's Republic of)</u>: Considering the fact that the notarial system of China is yet to be further improved, and that China's established legalisation system, which is quite strict and consistent, plays a positive role in keeping the credibility of documents and the efficiency of their transfer, China is not yet a</p>	China, Iran, Malaysia, the Philippines. [4]

<p>party to the Convention (but the Convention is applicable in Hong Kong and Macao SARs). China, however, appreciates the role the Convention plays in facilitating movement of personnel and investment. China is now doing research concerning the Convention and relevant domestic laws and regulations.</p> <p><u>Iran</u>: As the current system of legalization in Iran has not faced any challenges until recently, the question of becoming a party to the convention had not been examined in detail. Since in recent years it has been found that the current system does not function well, consideration of becoming a party to the Convention has taken into account by the government of the I.R. of Iran.</p> <p><u>The Philippines</u>: The Philippines intends to accede to the Apostille Convention this year (2012) and the instrument of accession has been signed by H.E. Benigno Simeon C. Aquino III.</p> <p><u>Malaysia</u>: Malaysia is currently studying the Convention with a view to becoming a Party.</p>	
Foreign direct investment	
b) Is your State aware of the <i>Investing Across Borders Report</i> of the World Bank Group?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Burundi</u>: A State which is party to the Convention in the World Bank Doing Business Report. The Apostille Convention plays a major role in the improvement of Doing Business and attraction of Foreign Direct Investment.</p>	<p>Burundi, Canada, Chile, China, the Philippines. [5]</p>
<p style="text-align: center;"><u>No</u></p>	<p>Iran, Malaysia. [2]</p>
Studying the Apostille Convention	
c) Is your State currently studying the Apostille Convention?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Canada</u>: The timetable and outcome of the study are not determined / Le calendrier et le résultat de l'examen ne sont pas connus.</p> <p><u>China (People's Republic of)</u>: We have no timetable yet.</p> <p><u>Guatemala</u>: Different studies have been done by several entities of the Government and State involved in the current procedure of legalization of documents and signatures. The amendment proposal for the national legislation concerning the Apostille Convention has already been sent to the Congress and they have received it on October 25th 2012.</p> <p><u>Iran</u>: The Parliament of the I. R. of Iran has ratified the accession of Iran to the Apostille Convention in April, 2012. Since the implementation of this convention in Iran requires preparation of legal and logistical infrastructures, the relevant authorities are doing their best to meet those goals. Hopefully, Iran is to be a state party to the Convention by submitting the accession instrument to the government of the Netherlands</p>	<p>Burundi, Canada, Chile, China, Guatemala, Iran, Malaysia, the Philippines. [8]</p>

by the end of 2013. <u>Malaysia</u> : Malaysia is currently studying the Convention with a view to becoming a Party. The tentative estimated date is to accede by early next year (2013). <u>The Philippines</u> : The proposed implementation is by March 2013.	
<u>No</u>	[0]
<i>Only for States that are studying or envisage studying the Apostille Convention</i> d) Difficulties encountered in the interpretation of Article 1(3) a) "documents executed by diplomatic or consular agents"	
<u>Yes</u> <u>Iran</u> : In the process of studying the Convention, some problems regarding the aforementioned exclusions came to our attention but were solved with the help of the Permanent Bureau.	Iran. [1]
<u>No</u> <u>Burundi</u> : Burundi is in the process of explaining the Apostille Convention stakeholders in terms of advantages and benefits of being party to it.	Burundi, Canada, Chile, China, Guatemala, Malaysia, the Philippines. [7]
<i>Only for States that are studying or envisage studying the Apostille Convention</i> e) Has the e-APP been considered?	
<u>Yes – Which components?</u>	Burundi, Canada, Chile, Iran, the Philippines. [5]
Both components.	Burundi, Chile, Iran, the Philippines. [4]
Only the e-Apostille component.	[0]
Only the e-Register component.	Canada. [1]
<u>No</u>	China, Guatemala, Malaysia. [3]
Statistics	
f) How many legalisations are performed each year?	

<u>Outgoing documents</u>	
350,000.	Canada. [1]
207,271.	Chile. [1]
N/A	China. [1]
79,213 (for 2011). During 2012, as at the 25 th of October, 71,513 documents have been delivered.	Guatemala. [1]
840,000.	Iran. [1]
158,649 (for the year 2011).	Malaysia. [1]
702,435 for the year 2011.	The Philippines. [1]
<u>Incoming documents</u>	
Information not available / information non-disponible.	Canada. [1]
51,818	Chile. [1]
N/A	China. [1]
82,211 (for 2011). During 2012, as at the 25 th of October, 71,339 documents have been received.	Guatemala. [1]
197,000.	Iran. [1]
17,040 (rough estimation based on State's Mission in Manila, Philippines).	Malaysia. [1]
No data available to answer the question.	The Philippines. [1]
Other Instruments	
g) Are foreign public documents exempted from legalisation or similar formality, by virtue of any internal law or practice or any bilateral, regional or global instrument?	
<u>Yes</u> For more detailed information, see the individual response of each State.	Canada, Malaysia, the Philippines. [3]
<u>No</u> <u>Guatemala</u> : All incoming and outgoing documents, by law mandate to be legalized by the Ministry of	Burundi, Chile, China, Guatemala, Iran. [5]

Foreign Affairs, without any exceptions. <u>Iran</u> : According to the Iran Civil Code, accepting the foreign public documents by judicial authorities is conditional to legalization by the Ministry of Foreign Affairs.	
Only for States in which the production of foreign public documents is exempted from / not subject to legalisation or similar formality	
h) Can the authenticity of foreign public documents be contested (e.g., by applying the rules of evidence)?	
<u>Yes</u> <u>Canada</u> : The authenticity of foreign public documents produced in courts in Canada can be contested. Proof of authenticity or lack thereof would need to be provided in accordance with the rules of evidence applicable to the dispute / L'authenticité des actes publics étrangers produits devant les tribunaux peut être contestée. L'authenticité ou la non-authenticité doit être prouvée selon les règles de la preuve applicables au litige. <u>The Philippines</u> : Sec. 24 of Rule 132 of the Rules of Court.	Canada, the Philippines. [2]
<u>No</u>	[0]
The "Apostille Section" of the HCCH website and publications	
i) Is the "Apostille Section" useful?	
<u>Very useful.</u>	Burundi, Canada, Chile, Guatemala, Iran, Malaysia. [6]
<u>Useful.</u>	China, The Philippines. [2]
<u>Not useful.</u>	[0]
<u>The Apostille Section has not yet been consulted.</u>	[0]
j) Any suggestions or comments on the <i>ABCs of Apostilles</i> and the <i>Brief Implementation Guide</i>?	
<u>Yes</u>	[0]
<u>No</u>	Burundi, Canada, Chile, China, Guatemala, Iran, Malaysia, the Philippines. [8]
k) Any suggestions for future publications?	
<u>Yes</u>	Canada, the Philippines. [2]

<p><u>Canada</u>: Canada suggests the publication of a document that examines the security features of the e-Apostille by country of issuance and that compares these security features with those of the paper Apostille. Canada notes that Preliminary Document No 18, March 2007 examines security features of the e-Apostille and suggests that the document be updated to reflect current practices.</p> <p>Canada also suggests that a document discussing the interoperability of e-Apostille systems established by contracting states be published. These documents could discuss the establishment of information technology systems that could accept, recognize and verify e-Apostilles from all contracting states that use them / Le Canada suggère la publication d'un document qui examine les caractéristiques liées à la sécurité de l'e-Apostille selon le pays d'origine de l'e-Apostille et qui les compare aux caractéristiques liées à la sécurité de l'Apostille-papier. Le Canada reconnaît que le Document préliminaire No. 18 de mars 2007 examine les caractéristiques liées à la sécurité de l'e-Apostille et propose que ce document soit mis à jour à la lueur de la pratique actuelle. Le Canada suggère aussi la publication d'un document discutant l'interopérabilité des systèmes de l'e-Apostille établis par certains États contractants. Ce document pourrait discuter de la mise en œuvre de systèmes qui pourraient accepter, reconnaître et vérifier les e-Apostilles des États contractants qui les utilisent.</p> <p><u>The Philippines</u>: Best practices of state-parties in implementing Apostille Convention.</p>	
<u>No</u>	Burundi, Chile, China, Guatemala, Iran, Malaysia. [6]
Other	
I) Any suggestions on specific topics or practical issues for the 2012 Special Commission?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Canada</u>: The topics suggested for publication under question k) could also be discussed at the 2012 Special Commission / Les sujets de publications suggérés en réponse à la question k) pourraient aussi être abordés lors de la Commission spécial de 2012.</p> <p><u>Guatemala</u>: Learn from the experiences of other States that have recently joined the Hague Conference of International Private Law and its conventions, which could help the understanding of the procedures and impacts of the Conventions and their implementation.</p> <p><u>The Philippines</u>: Technical issues on the implementation of Apostiile by Competent Authority-Department of Foreign Affairs vis-a-viz Philippine Foreign Service Posts and DFA Regional Consular Offices in the Philippines.</p>	Canada, Guatemala, the Philippines. [3]
<u>No</u>	Burundi, Chile, China, Iran, Malaysia. [5]
Part B – Questions for Contracting States	

Section 1 – Joining the Apostille Convention

1.1 Changes to internal law

a) Was implementing legislation necessary?

<p style="text-align: center;"><u>Yes</u></p> <p>For more detailed information, see the individual response of each State.</p>	<p>Australia, Austria, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Cyprus, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hungary, Israel, Latvia, Mexico, Monaco, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Slovenia, Spain, Ukraine. [26]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Macao</u>: In the Macao SAR, international treaties, once necessary procedures are completed and published in the Official Gazette, are directly applicable (there is no need to incorporate international law into domestic law). The authentic French text of the Apostille Convention, accompanied by its translation into Portuguese, was published in the Official Gazette Nr. 24, of 29 March 1970, pp 959-962. The Chinese translation was published in the Official Gazette Nr. 49, Series II, of 9 December 2004, pp 8350-8354. The mentioned publications are available on-line, on the Macao SAR Official Press Website, at the following addresses:</p> <p>- <http://bo.io.gov.mo/bo/i/70/24/decretolei48450.asp> (French and Portuguese texts); and</p> <p>- <http://bo.io.gov.mo/bo/ii/2004/49/aviso46_cn.asp> (Chinese text).</p>	<p>Argentina, Austria, Belgium, Croatia, Czech Republic, Denmark, Finland, Hong Kong, Japan, Macao, Malta, Namibia, Romania, Slovakia, Swaziland, Switzerland, United Kingdom, United States of America. [18]</p>

1.2 Foreign direct investment

a) Is your State aware of the *Investing Across Borders Report* of the World bank Group?

<p style="text-align: center;"><u>Yes</u></p> <p><u>Namibia</u>: The report is examined together with the Bank of Namibia, being the Central Bank.</p>	<p>Australia, Bosnia and Herzegovina, Costa Rica, Georgia, Greece (MoJ), Hong Kong, Hungary, Israel, Macao, Namibia, Peru, Poland, Portugal, Republic of Moldova, Romania, Spain,</p>
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	Switzerland, United States of America. [18]
<p style="text-align: center;"><u>No</u></p> <p><u>Argentina</u>: It benefits in terms of simplicity and promotes the law's spirit.</p>	<p>Argentina, Austria, Azerbaijan, Belgium, Bulgaria, Colombia, Croatia, Czech Republic, Finland, Germany, Japan, Latvia, Malta, Mexico, Monaco, Slovakia, Slovenia, Swaziland, Ukraine. [19]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>New Zealand</u>: While it is likely that the relevant New Zealand agency is aware of this Report, the National Office for the Hague Conference and the Central Authority were not aware of it. We note that New Zealand was not one of the economies surveyed.</p> <p><u>United Kingdom</u>: The UK does not require an Apostille to be issued on foreign public documents to be used in the UK (although recipient authorities within the UK may have their own verification procedures).</p>	
1.3 Other relevant instruments, laws and practices	
a) Are foreign public documents exempted from legalisation or similar formality, by virtue of any internal law or practice or any bilateral, regional or global instrument?	
<p style="text-align: center;"><u>Yes</u></p> <p>For more detailed information, see the individual response of each State.</p>	<p>Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Cyprus, Finland, Georgia, Germany, Greece (MoJ), Hong Kong, Hungary, Latvia, Macao, Monaco, Namibia, New Zealand, Poland, Republic of Moldova, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom. [28]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Colombia</u>: The government of Ecuador proposed a note verbale No. 4-2-154/2012 dated April 12, 2012, the acceptance of issued certificates by diplomats accredited in Colombia without apostille or legalization.</p>	<p>Argentina, Colombia, Costa Rica, Denmark, Israel, Japan, Malta, Mexico, Peru, Romania, Swaziland, United States of America. [12]</p>

Only for States in which the production of foreign public documents is exempted from / not subject to legalisation or similar formality

b) Can the authenticity of foreign public documents be contested (e.g., by applying the rules of evidence)?

<p style="text-align: center;"><u>Yes</u></p> <p><u>Austria</u>: Rules of evidence: § 292/2 iVm § 293 Zivilprozessordnung. <u>Belgium</u>: Art 4 de la convention de Bruxelles du 25.05.1987, Art 6 de la convention Belgique-Allemagne du 19.03.1981. <u>Czech Republic</u>: The public documents (including foreign public documents exempted from legalisation) have presumption of correctness which could be contested (if other evidence is submitted). <u>Germany</u>: La reconnaissance ou la contestation relève de l'appréciation de l'autorité à laquelle l'acte est présenté. <u>Hong Kong</u>: By application of the rules of evidence. <u>Hungary</u>: By application of the rules of evidence. <u>Latvia</u>: If there are doubts about the authenticity of a public document, the institutions of Latvia verify the authenticity of a document by contacting directly the competent institution of the relevant country of the European Union, European Economic Zone and the Swiss Confederation. The institutions of Latvia collect the samples of the documents and specimens of signatures and seals/stamps of foreign institutions. <u>Namibia</u>: Yes, it can be tested. <u>Poland</u>: The authenticity can be contested in court proceedings by application of the rules of evidence. <u>Slovakia</u>: De la même façon qu'un acte public slovaque. Il y a seulement une présomption de son authenticité qui peut être infirmée. <u>Switzerland</u>: L'acte public étranger en lui-même peut toujours être contesté. La dispense de légalisation ne concerne que la formalité par laquelle des agents attestent la véracité de la signature, la qualité en laquelle le signataire de l'acte a agi et, le cas échéant, l'identité du sceau ou timbre dont cet acte est revêtu. <u>United Kingdom</u>: The recipient UK authority or organisation may check the authenticity of the signature of the public official on the foreign document or the authenticity of the contents of the foreign public document with the foreign issuing authority. A UK court may also hear and make decisions on arguments regarding authenticity of a foreign public document when they are in issue in legal proceedings.</p>	<p>Austria, Belgium, Bulgaria, Czech Republic, Germany, Hong Kong, Hungary, Latvia, Namibia, Poland, Slovakia, Slovenia, Swaziland, Switzerland, United Kingdom, United States of America. [16]</p>
<p style="text-align: center;"><u>No</u></p> <p><i>States that answered "no" to this question but do not exempt the production of public documents from legalisation or similar formalities are not included.</i></p>	<p>Bosnia and Herzegovina, Republic of Moldova. [2]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>New Zealand</u>: The legislation does not provide an opportunity to rebut the admissibility of the evidence.</p>	

Section 2 – Objections to accessions

2.1 Revisiting objections	
Only for States that have objected to one or more accessions	
a) Has your State revisited its position?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Belgium</u>: La Belgique a revu sa position concernant l'Inde en 2008. Les autres objections font l'objet de nouvelles analyses régulièrement.</p> <p><u>Germany</u>: Si, à une date ultérieure, les conditions d'une acceptation de l'adhésion avaient changé (par ex. exclusion de falsification, exclusion de corruption, existence de services d'examen externes aux fins de la délivrance).</p>	Belgium, Germany, Spain, United States of America. [4]
<p style="text-align: center;"><u>No</u></p> <p><i>States that answered "no" to this question but have not objected to any accession are not included.</i></p> <p><u>Austria</u>: Kyrgyzstan, Dominican Republic, Mongolia.</p> <p><u>Finland</u>: Finland objects to the accession of Mongolia.</p> <p><u>Greece (MoJ)</u>: Greece raised an objection to the accessions of Albania, Georgia, Peru, Kyrgyzstan, Mongolia, and Uzbekistan.</p>	Austria, Greece (MoJ), Finland. [3]
Section 3 – The Apostille Section of the HCCH website and publications	
3.1 Content of the Apostille Section	
a) Is the "Apostille Section" useful?	
<p style="text-align: center;"><u>Very useful</u></p>	Argentina, Australia, Austria, Belgium, Bosnia and Herzegovina, Costa Rica, Croatia, Cyprus, Czech Republic, Finland, Georgia, Greece (MoI), Greece (MoJ), Hong Kong, Israel, Japan, Latvia, Macao, Malta, Monaco, Namibia, New Zealand, Poland, Portugal, Republic of Moldova,

	Romania, Slovakia, Slovenia, Spain, Swaziland, Ukraine, United Kingdom, United States of America. [33]
<u>Useful</u> <u>Colombia</u> : The page is not clear about the classifications or countries that are part and not part of the Convention. To find out they must go to the authorities consultation link. Not all countries reported that are part of this Agreement.	Azerbaijan, Bulgaria, Colombia, Denmark, Germany, Hungary, Mexico, Peru, Switzerland. [9]
<u>Not useful</u>	[0]
<i>Comments or suggestions for improvement:</i> <u>Austria</u> : Bilingual Apostille German-English. <u>Germany</u> : Une version allemande permettrait d'optimiser encore davantage l'utilisation. <u>Mexico</u> : It would be more useful if the information was published in Spanish. <u>Peru</u> : There are no ways to contact all the authorities. <u>Switzerland</u> : Suggestions de la part de quelques cantons: - documentation et manuels en langue allemande; - le site internet devrait être mieux organisé afin de rendre mieux accessible les informations <u>Ukraine</u> : It could be useful to collect samples of the various Apostille issued in different contracting states in order to make them available through webpage (with access available only for the competent authorities). <u>United Kingdom</u> : Very useful particularly in relation to providing up to date information on new signatories and for accessing reference papers (eg Special Commission records etc). <u>United States of America</u> : All responses to the questionnaire are based on the input from the US federal government and State competent authorities. Some of the responding states responded that the information is useful.	
b) Any suggestions or comments on the ABCs of Apostilles and the Brief implementation Guide?	
<u>Yes</u> <u>Austria</u> : Austria could offer a German translation of the ABC's of Apostilles. [Note: A German translation of the ABCs of Apostilles has already been done. However, the Permanent Bureau has been unable to publish it due to the lack of resources]. <u>Colombia</u> : All information and applications should be prepared in Spanish. <u>Costa Rica</u> : It is important that the other states know some recent experiences that Costa Rica has experienced since the implementation of the Convention. <u>Greece (MoJ)</u> : It is very useful. <u>Mexico</u> : We think it will be better if the information is given also in Spanish. <u>Monaco</u> : Ce guide est très utile et constitue un outil efficace pour faire connaître le système de la Convention.	Austria, Colombia, Costa Rica, Greece (MoJ), Mexico, Monaco, New Zealand, Peru, Spain. [9]

<p><u>New Zealand</u>: The ABCs of Apostilles are very helpful and have been frequently used.</p> <p><u>Peru</u>: Demand the states to use electronics methods of register.</p> <p><u>Spain</u>: It is necessary to provide the following information: the apostille does not expire by itself; it is in force till the associated document expires.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>United States of America</u>: At least one competent authority found the publications very useful.</p>	<p>Argentina, Australia, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Namibia, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [34]</p>
<p>c) Any suggestions for future publications?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Costa Rica</u>: Our experience due to the recent accession has been a great enrichment and challenge to our daily tasks.</p> <p><u>Israel</u>: Preparing an e-Apostille Guide.</p> <p><u>Mexico</u>: Our suggestion is the unification of the Apostille.</p> <p><u>Peru</u>: Demand the states to use electronics methods of register.</p> <p><u>Slovakia</u>: Il serait très utile si les États contractants indiquaient obligatoirement les noms des autorités compétentes au dépositaire de la Convention dans la langue locale également. L'information dans les langues de la Conférence n'est pas suffisante, car elle ne correspond pas aux données figurant dans l'Appostille ou aux sceaux apposés sur les appostilles. En conséquence, les autorités auxquelles une appostille est présentée ne peuvent pas effectivement faire une comparaison entre les données indiquées sur l'Espace Apostille et les données sur l'Appostille.</p> <p><u>United Kingdom</u>: An overview of current engagement by the Permanent Bureau with non-member states, highlighting key low membership regions (or specific countries) so that contracting states could consider assisting with the promotion, implentation or operation of the Apostille Convention.</p>	<p>Costa Rica, Israel, Mexico, Peru, Slovakia, United Kingdom. [6]</p>
<p style="text-align: center;"><u>No</u></p>	<p>Argentina, Australia, Azerbaijan, Belgium, Bosnia</p>

	and Herzegovina, Bulgaria, Colombia, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Poland, Portugal, Republic of Moldova, Romania, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United States of America. [35]
Section 4 – Operation and statistics	
4.1 General evaluation	
a) How does your State rate the overall operation of the Apostille Convention?	
<p style="text-align: center;"><u>Excellent</u></p> <p><u>Romania</u>: We appreciate that, for a uniform practice, a practical guide on the Convention operation would be useful.</p>	Argentina, Australia, Azerbaijan, Bosnia and Herzegovina, Croatia, Czech Republic, Georgia, Hong Kong, Hungary, Israel, Japan, Latvia, Macao, New Zealand, Poland, Portugal, Republic of Moldova, Romania, Spain, Ukraine, Slovenia. [21]
<p style="text-align: center;"><u>Good</u></p> <p><u>Colombia</u>: To allow apostille for any type of documents. <u>Costa Rica</u>: It could be excellent; however, the exceptions do not include commercial or customs documents and they have caused problems when performing the procedures. <u>Mexico</u>: We require unify all the apostilles in Mexico with your support. <u>United Kingdom</u>: The UK continues to have some concern regarding the misunderstanding by some authorities within recipient countries regarding the scope of the Convention and the limited effect of an Apostille. Perhaps the Practical Handbook could encourage Competent Authorities to promote this within their State to ensure that recipient authorities are aware that if verification of the contents of a document is</p>	Austria, Bulgaria, Colombia, Costa Rica, Cyprus, Denmark, Finland, Germany, Greece (MoI), Malta, Mexico, Monaco, Namibia, Slovakia, Swaziland, Switzerland, United Kingdom, United States of America. [18]

required, they must conduct further enquiries (directly with the issuing authority). This will also be particularly useful for new member states. <u>United States of America</u> : While that majority responded with a rating of Good, other competent authorities responded with an excellent or satisfactory rating.	
<u>Satisfactory</u> <u>Peru</u> : It is necessary to demand the states to use electrical methods of register. <u>Switzerland</u> : Plusieurs États de destination se plaignent de la langue utilisée pour l'Apostille ou pour les mentions qui y figurent, bien qu'il s'agisse d'une langue permise par la Convention (art. 4; par ex. français, anglais; allemand comme langue officielle).	Belgium, Greece (MoJ), Peru. [3]
<u>Unsatisfactory</u>	[0]
b) Any persistent difficulties, issues or challenges in the operation of the Apostille Convention?	
<u>Yes</u> <u>Belgium</u> : Difficultés dans la vérification de la validité de certaines apostilles. Manque crucial d'e-registre. Quid des demandes d'apostilles pour des documents émanant des institutions internationales. <u>Colombia</u> : Some countries like Spain, Argentina, Germany does not accept electronic apostille issued by Colombia. The Convention does not clearly define the commercial and customs documents. <u>Costa Rica</u> : Regarding documents issued before the effective date of the Convention and also the exclusion of commercial and customs documents. <u>Czech Republic</u> : Sometimes problems arise when there is not a same interpretation of a public document between states (this concerns e.g. translations - see also below response to question No 6.1 d)). Occasionally, there are misunderstandings when Apostille is required even for private documents (as it is not possible to issue an Apostille for a private document, applicants sometimes submit certified copies of a private document - usually established by a notary. The certified copy may be apostilled, however, in this case the Apostille refers only to the notarial certification). We also encountered problems with copies of ID cards and passports. Under the Czech law it is not possible to make certified copies of ID cards or passports and for a simple copy Apostille cannot be issued. However, some states require copies of ID cards or passports with Apostille. <u>Greece (MoI)</u> : Following communication with authorities responsible for Apostille, we realize that there are problems on a daily basis concerning the application of the Convention in some categories of documents, as well as concerning the limitation of necessary ratifications of a document, in order that Apostille could be granted. These problems concern the search of procedures in the framework of the national law and order. Guidelines given by the competent Committee could help authorities responsible for Apostille. A Manual, the Conclusions and the Recommendations would be useful only if it possible to be recognized and be accepted by the official authorities of each member state. Therefore, it would be appropriate that any kind of initiatives and suggestions of the Committee would be included in official documents too which would be distributed to authorities responsible for the Apostille, of all states member of The Hague Convention of 5 October 1961 in a way to be informed and to adopt common guidelines and procedures concerning the application of the Apostille.	Belgium, Colombia, Costa Rica, Czech Republic, Greece (MoI), Monaco, Peru, Romania, Slovakia, Spain, Ukraine, United Kingdom, United States of America. [13]

<p>Moreover, we consider that a new field should be added, concerning the name of the country which receives a document. Only in that case we can be certain of where documents with Apostille go.</p> <p><u>Monaco</u>: Les difficultés rencontrées relèvent principalement de la pratique d'Etats destinataires qui exigent des formalités qui ne sont pas visées dans la Convention.</p> <p>Certaines difficultés proviennent également du format de certains documents à apostiller sur lesquels ne peuvent être apposer l'apostille ou une allonge et du refus dans ces cas de certains Etats destinataires d'accepter des copies certifiées conformes.</p> <p>Ces derniers temps, il a été remarqué que des personnes demandent l'apposition de l'apostille sur un document non destiné à un Etat partie à la Convention. Lorsque l'Autorité centrale émet un refus en expliquant les motifs, la même demande est présentée mais avec un autre Etat de destination Partie à la Convention. Il est donc difficile de vérifier l'Etat de destination.</p> <p><u>Peru</u>: The verification of foreign certification.</p> <p><u>Romania</u>: The clarification of the notions of "actes publics" (French) or "public documents" (English) found in the Convention.</p> <p><u>Spain</u>: With Russian Federation and the e-APP system for example. Spain has developed uncillary remedies to avoid problems to citizens and works hard to solve the problems raised by this Country.</p> <p><u>Ukraine</u>: In some cases it is completely impossible to establish the position and (or) name of officer who signed the document taking into account for example the loss of archives. In this case the document could be returned without the Apostille.</p> <p><u>United Kingdom</u>: Only in relation to internal IT issues affecting the completion of the Apostille and ensuring consistency on how UK public documents are presented to us for legalisation. Former now resolved and currently working on latter.</p> <p><u>United States of America</u>: Most of the States responding experienced problems with acceptance with Apostilles based on format requirements by receiving authorities that have been addressed by the Special Commission.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Argentina</u>: Our challenge is the e-Apostille.</p> <p><u>Mexico</u>: We need more specific guidelines for the Apostille.</p> <p><u>Switzerland</u>: Difficultés isolées:</p> <ul style="list-style-type: none"> - Dans certains cas, des documents ont été refusés par l'Etat de destination en raison de la langue (p.ex. un pays anglophone a refusé une apostille suisse rédigée en langue anglaise, avec la justification qu'il ne s'agit pas de la langue officielle de l'Etat d'émission); - Dans certains rares cas, le nom et le prénom du signataire de l'apostille ont été demandés en confirmation. 	<p>Argentina, Australia, Austria, Azerbaijan, Croatia, Cyprus, Denmark, Finland, Germany, Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Namibia, New Zealand, Poland, Portugal, Republic of Moldova, Slovenia, Swaziland, Switzerland. [26]</p>
<p style="text-align: center;"><u>Unknown</u></p>	<p>Bosnia and Herzegovina, Bulgaria, Georgia. [3]</p>

4.2 Statistics on issued Apostilles

a) Number of Apostilles issued in the past 4 years?

2008	2009	2010	2011	
N/A	N/A	N/A	150,000	Argentina. [1]
14,000*	28,872*	29,633*	28,371*	Austria. [1]
N/A	N/A	8,256*	9,594*	Azerbaijan. [1]
49,137	46,955	44,693	45,999	Belgium. [1]
N/A	N/A	N/A	N/A	Bosnia and Herzegovina. [1]
23,630	20,115	20,135	22,911	Bulgaria. [1]
719,039	1,020,986	1,123,805	985,002	Colombia. [1]
N/A	N/A	N/A	22,861	Costa Rica. [1]
419,972	357,871	392,575	426,810	Cyprus. [1]
19,845*	19,220*	21,076*	23,731*	Czech Republic. [1]
48,985	48,208	45,670	46,414	Denmark. [1]
36,000	38,000	39,990	40,019	Finland. [1]
N/A	9,393**	24,697	28,773	Georgia. [1]
221,555	222,908	250,242	261,340	Germany. [1]
20,657	19,174	21,570	23,757	Hong Kong. [1]
6,906*	11,767*	12,700*	14,655*	Hungary. [1]
N/A	139,380	138,980	141,663	Israel. [1]
53,255	54,923	61,068	60,913	Japan. [1]
11,175	11,544	11,548	11,601	Latvia. [1]
488	472	711	930	Macao. [1]
18,388	15,865	16,675	19,209	Malta. [1]
16,703	17,662	23,184	24,800	Mexico. [1]
N/A	3,316	3,534	3,055	Monaco. [1]
402	360	407	520	Namibia. [1]
10,015	10,078	11,264	12,629	New Zealand. [1]
N/A	N/A	70,093	305,306	Peru. [1]
24,044	25,012	27,286	31,045	Poland. [1]
N/A	19,856	32,552	33,846	Portugal. [1]
183,748	169,214	135,999	116,892	Republic of Moldova. [1]
241,428*	168,602*	141,015*	200,520*	Romania. [1]
16,587*	15,804*	17,349*	19,800*	Slovakia. [1]
14,516	14,307	16,078	16,338	Slovenia. [1]

39,818	59,134	76,528	93,279	Spain. [1]
10	9	15	15	Swaziland. [1]
91,500	89,600	95,600	108,000	Switzerland. [1]
113,793	118,827	125,114	147,150	Ukraine. [1]
382,073	343,274	368,342	385,194	United Kingdom. [1]
266,793	262,395	274,090	308,616 ^a	United States of America. [1]
3,064,462. [29]	3,383,103. [33]	3,682,474. [35]	4,171,558. [37]	TOTAL

*For a breakdown of these figures, see the response of the respective State.

** This figure only reflects information available from 15 July 2009.

^a This figure includes Apostilles issued by U.S. District Courts.

Comments:

Australia: DFAT performs a range of notarial services including Apostilles and authentications. Data collected does not distinguish between the type of service provided. We provide on average 80-90,000 notarial acts domestically per year, of which we estimate about 40 per cent are apostilles.

Austria: 16 regional courts are competent for the issuance of apostilles with regard to judicial and notarial documents; Administrative documents are certified by the provincial Governor or provincial Government in each of the 9 provinces of Austria; The Austrian Foreign Ministry is competent for the issuance of apostilles with regard to documents f.e. by the President, the President of the National Assembly, the Federal Government, a Federal Ministry or the Supreme Court. Approximately 5.500 - 6.000 Apostilles are issued each year by the Austrian Foreign Ministry (1/3 of the total numbers mentioned above).

Colombia: Colombia started issuing e-Apostille and broadcasting since October 2007.

Greece (MoJ): Not available.

Portugal: Nous avons une application informatique pour le registre national d'Apostilles seulement depuis 2009.

Romania: After the entry into force of Law no. 202/2010, the courts were relieved of a very large number of requests. The number of apostilles applied on the notarial acts in 2010 corresponds to the period of 26 of November - 31 of December 2010, when the Notaries Public Chambers undertook the competence to apply the apostille on the notarial acts.

Spain: This data only concerns the Legalisation Service and the Territorial Offices of the Ministry of Justice. The Territorial Offices began to issue apostilles in 2009.

Switzerland: Pas tous les cantons ont participé à la réponse; il est probable qu'il y a eu environ 10'000 apostilles de plus par année.

United States of America: Numbers are based on responses from 10 U.S. competent authorities and are therefore not complete.

b) Can any trend(s) be discerned from these statistics?

Yes

Argentina: There is an increase in the number of Apostilles issued. The reason could be the accession of new countries to the Convention.

Colombia: Exchange with Venezuela (residence card) / Spain (seasonal work) / Argentina (higher

Argentina, Colombia, Costa Rica, Czech Republic, Finland, Georgia, Germany, Hong Kong, Israel, Japan,

<p>education).</p> <p><u>Costa Rica</u>: The low cost of Apostilles and the fact that users no longer must pay any amount to the consulates in Costa Rica has generated a lot of work.</p> <p><u>Czech Republic</u>: Increasing number of issued Apostilles, influenced probably by the development of international commerce and increasing migration.</p> <p><u>Finland</u>: The number of Apostilles issued is increasing.</p> <p><u>Georgia</u>: The number of Apostilles issued is increasing mainly because of the increase of request to certify by Apostille the translations.</p> <p><u>Germany</u>: Tendence croissante chaque année.</p> <p>Hong Kong: A general trend of increase.</p> <p><u>Israel</u>: Increase in filling Apostille due to many citizenships in Israel and according to various documents.</p> <p><u>Japan</u>: Issued Apostilles are on the increase.</p> <p><u>Latvia</u>: Due to the free movement of persons and employment possibilities abroad the number of legalised documents increases every year.</p> <p><u>Monaco</u>: On peut remarquer que le nombre est relativement stable avec une augmentation en 2010 et une baisse en 2011.</p> <p><u>Namibia</u>: applications for Apostilles are on the increase. The reason might be because of increased movement of people across States.</p> <p><u>New Zealand</u>: There has been an increase in the number of Apostilles issued. Part of the increase can be attributed to the Republic of Korea, which since 2010 has requested Apostilles on documents used by New Zealanders teaching English in Korea. 17% of Apostilles we issue are destined for Korea.</p> <p><u>Peru</u>: The apostilles order is on the rise.</p> <p><u>Poland</u>: Continuous growth of apostilled documents. Result of free movement of workers, goods and services within the EU.</p> <p><u>Portugal</u>: L'internationalization de l'économie, l'émigration, l'immigration et la croissance de la mobilité des étudiants.</p> <p><u>Romania</u>: There is ascertained a trend of 10% increase for the notarial acts, the compared period being December 2010 - February 2011 with December 2011 - February 2012.</p> <p><u>Slovakia</u>: Le nombre des Apostilles augmente.</p> <p><u>Slovenia</u>: The number of issued Apostilles has increased from 2008 to 2011 for 12%. Possible reasons could increase migration of people for the purposes of education and working abroad.</p> <p><u>Spain</u>: An important increase is taking place as a consequence of three factors: the increase in international legal transactions, the increase of the number of signatory countries to the convention and the demographic changes relating to a migration increase.</p> <p><u>Swaziland</u>: The demand for requests for assistance is high.</p> <p><u>Switzerland</u>: Le nombre d'Apostilles monte chaque année.</p> <p><u>Ukraine</u>: The number of the issued Apostilles increases permanently.</p> <p><u>United Kingdom</u>: The economic downturn and possibly our office move from a Central London location to Central Milton Keynes resulted in a significant reduction of legalisation volumes in 2009. However, demand for legalisation has increased from 2010 and now exceeds 2008 volumes.</p>	<p>Latvia, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [26]</p>
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United States of America: The reasons vary and reflect the increase for the need to authenticate US documents for use overseas.	
No/unknown	Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Denmark, Greece (MoJ), Hungary, Macao, Malta, Mexico, Republic of Moldova. [15]
c) Principal States of destination for Apostilles issued in each State	
Spain.	Argentina. [1]
We are unable to provide this information.	Australia. [1]
At Landesgericht für Zivilrechtssachen Wien: Russia, Ukraine (mainly business papers concerning the formation of companies).	Austria. [1]
EU states (except from Germany), US, Turkey, China, Australia.	Azerbaijan. [1]
PRC China, United Arab Emirates, Kuwait, Canada, etc.	Bosnia and Herzegovina. [1]
Greece, England, Austria, Germany, Turkey, Spain.	Bulgaria. [1]
Venezuela, Spain, Argentina, Ecuador, US.	Colombia. [1]
U.S., Mexico, Spain, Colombia, Honduras, El Salvador, France, England, Germany, Argentina, Venezuela, Panama, India, Holland, Italy, Portugal, etc.	Costa Rica. [1]
Russian Federation, Spain, Germany.	Czech Republic. [1]
Arabic countries, East European countries and South America.	Denmark. [1]
The Russian Federation, the Baltic States and Spain.	Finland. [1]
Spain, Germany, Turkey, Italy, USA, Israel.	Georgia. [1]
La Russie, l'Ukraine, la Turquie.	Germany. [1]
Unknown.	Hong Kong. [1]
Germany, Netherlands, Italy, Spain, Poland, Belgium, Russia.	Hungary. [1]
Europe, North and South America.	Israel. [1]
United States of America.	Japan. [1]
EU countries, Russia.	Latvia. [1]
N/A	Macao. [1]
Russia and Greece.	Malta. [1]
Spain and USA.	Mexico. [1]
Italie, Royaume-Uni de Grande-Bretagne, Fédération de Russie, Suisse.	Monaco. [1]
South Africa, Germany, Austria, Russia, the States are so many nowadays. Our students go to study abroad and they oftent need Apostilles on their academic records, etc.	Namibia. [1]

Republic of Korea, the Netherlands, Russian Federation, Germany, Italy, Switzerland.	New Zealand. [1]
Spain, Argentina, Venezuela, United states of America.	Peru. [1]
Ireland, Norway, Russia, Greece, UK, Belgium.	Poland. [1]
Espagne, Venezuela, Roumanie.	Portugal. [1]
Italy, Spain, Portugal, Bulgaria, United Kingdom of Great Britain and Northern Ireland, United States of America, France, Turkey, Belgium.	Republic of Moldova. [1]
Italy, Spain, France, England, Greece, Germany, Portugal, Netherlands, Belgium, USA.	Romania. [1]
Italie, Allemagne, Espagne, Fédération de Russie, Suisse, Autriche.	Slovakia. [1]
Russian federation, Serbia, Italy, Bosnia and Hercegovina, Ukraine.	Slovenia. [1]
Mainly the countries from the European Union and Latin America, including Germany, United Kingdom, Ecuador and Colombia.	Spain. [1]
Russia and the Republic of South Africa’.	Swaziland.[1]
’Allemagne, Amérique du Sud, Europe de l’Est, Europe de l’Ouest, Russie, USA.	Switzerland. [1]
Spain, Italy, Portugal, Germany, USA, Austria, Poland.	Ukraine. [1]
Hague Countries: Spain, Russia, Greece, Italy.	United Kingdom. [1]
Non-Hague: UAE, China, Saudi Arabia.	
Mexico and Russia.	United States of America. [1]

Only for States that issue e-Apostilles

d) How many e-Apostilles were issue– in the past 4 years?

2008	2009	2010	2011	
719,039	1,020,986	1,123,805	985,000	Colombia. [1]
0	From May - 221	479	437	New Zealand. [1]
			102,367	Spain. [1]
719,039. [1]	1,021,207. [2]	1,124,284. [2]	1,087,804. [3]	TOTAL

[Note: Most States that issue e-Apostilles have not yet responded to the Apostille Questionnaire]

Comments:

Colombia: Colombia started issuing e-Apostille and broadcasting since October 2007.

United States of America: While the United States and State competent authorities have explored and are exploring e-Apostilles, none have reported a demand for e-Apostilles.

Only for States that issue e-Apostilles

e) Principal States of destination for e-Apostilles issued in each State

Latvia, Panama, Portugal, Switzerland, Italy, Russian Federation, Republic of Korea.	New Zealand. [1]
Venezuela, Spain, Argentina, Ecuador, US.	Colombia. [1]

f) Categories of public document most frequently apostilled

Civil status docs	Other administrative documents	Extracts from commercial (or others) registers	Notarial authentications of signature	Other notarial acts	Diplomas and other education documents	Court documents, including judgments	Parents or other docs intellectual property rights	Documents relating to adoptions	Translations	Medical or health certificates	Criminal records	Import or export licenses	Certificates of origin	Certificate of conformity	Other documents:	
1		2	4	5	3	6										Argentina. [1]
2	8	3	1		4	5		7							Police Criminal records/ checks (6)	Australia. [1]
<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>					Azerbaijan. [1]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							Bosnia and Herzegovina. [1]
	<input checked="" type="checkbox"/>		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2			<input checked="" type="checkbox"/>		Bulgaria. [1]
2			3	4	5	8		9	7		6				certificates of residence (1), baptism certificates (10), certificates of Attorney (11)	Colombia. [1]
1	13	9	2	15	4	14	12	11	5	6	3	7	8	10		Costa Rica. [1]
4	6	2	1	3	5	7	9	8								Cyprus. [1]
1 MF	3 MF				2 MF		4 MF									Czech Republic. [1] MF: Ministry of Foreign Affairs MJ: Ministry of Justice
		2 MJ	1 MJ	3 MJ		5 MJ			4 MJ							
2		3	1	8	7	6		5	4	9						Finland. [1]
1	7	9	6	5	4	10			2	8	3					Georgia. [1]
1		6	2	7	4	3	14	5	8	11	13	9	10	12	Certificats de résidence, certificats de domicile, avis d'imposition, certificats pour produits pharmaceutiques	Germany. [1]
1		2			1			4	2	3	3					Greece (MoI). [1]
4		2	1	5	6	7									Declarations signed by the Commissioner for Oaths (3)	Hong Kong. [1]

✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓				Israel. [1]
				1												Japan. [1]
✓		✓	✓	✓	✓				✓		✓					Latvia. [1]
✓	✓	✓	✓	✓												Macao. [1]
1		2	3	4	7	9		5	6	10	8	11				Malta. [1]
	5				1	6	3			7	2		4			Mexico. [1]
3	2	5	1	4	7	6	8	9	10	10	6					Monaco. [1]
1	9	10	2	6	3	4	15	7	8	5	11	12	13	14		Namibia. [1]
1	13	3	4	2	5	9	10	7	12	11	6		8			New Zealand. [1]
1	2		4		3											Peru. [1]
1	6	7	6	5	2	4		8	3	9						Poland. [1]
1			2		4				3	5						Portugal. [1]
1		9	2	8	3	7		12	5	6	4		10	11		Republic of Moldova. [1]
1	4	2	5	3	3	1			1	5	2				Documents drawn up and issued by the Bailiffs Offices (3) and Legalised copies (2)	Romania. [1]
1		8	4	2	3	5			7		6			9		Slovakia. [1]
2	10	7	1	5	6	9	8	3	4	12	11					Slovenia. [1]
	3				2						1					Spain. [1]
3	5	5	5	5	1	5	5	5	5	5	3	4	5	5		Swaziland. [1]
2	10	3	1	5	8	6	9	7		11	4				Attestations des caisses de compensation (12) et empreintes digitales (13)	Switzerland. [1]
1	6		2	3	4					7	5					United Kingdom. [1]
2			1					3			4					United States of America. [1]

The categories of public documents for which Apostilles are most frequently requested are (in order): civil status documents, notarial authentications of signature and diplomas and other education documents.

Comments:

Romania: After the entry into force of Law no. 202/2010 the courts have been relieved of a large number of requests. Thus, in November 2011, the law courts apply apostilles only to court documents, excerpted from the Trade Register.

Ukraine: Taking into account that in Ukraine there are four competent authorities which issue Apostille and absence of one register of all issued Apostilles it is problematic to numerate the frequency of issuance of Apostille in Ukraine for specific categories of documents.

4.3 Legalisations	
a) Relation between number of Apostilles and number of legalisations in your State	
<u>The number of Apostilles exceeds the number of legalisations issued.</u>	Colombia, Costa Rica, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Hungary, Latvia, Malta, Namibia, New Zealand, Peru, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Ukraine, United Kingdom, United States of America. [24]
<u>The number of legalisations exceeds the number of Apostilles issued.</u>	Azerbaijan, Belgium, Japan, Mexico. [4]
<u>There is approximately an equal number of legalisations and Apostilles issued.</u>	Argentina, Bosnia and Herzegovina, Bulgaria. [3]
<u>Only a few legalisations are issued per year.</u>	Austria, Namibia. [2]
<u>Unknown</u>	Australia, Croatia, Greece (MoJ), Hong Kong, Israel, Macao, Monaco, Portugal, Swaziland. [9]
4.4 Public information	
a) Is practical information made available to Apostille users?	
<p style="text-align: center;"><u>Yes</u></p> <p>The practical information provided by States has been included in the Apostille Section of the Hague Conference website.</p>	Australia, Austria, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Israel, Japan, Latvia, Macao,

	Malta, Mexico, Monaco, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom, United States of America. [37]
<u>No</u>	Argentina, Belgium, Greece (MoI), Greece (MoJ), Namibia, Swaziland. [6]
4.5 Published works and court decisions on the Apostille Convention	
a) References to articles or books	
<u>Yes</u> For more detailed information, see the individual response of each State.	Australia, Greece (MoJ), Hungary, Israel, Mexico, Poland, Romania, Slovenia, Spain, Switzerland, Ukraine, United States of America. [12]
<u>No</u>	Argentina, Azerbaijan, Belgium, Croatia, Czech Republic, Finland, Hong Kong, Israel, Macao, Malta, Monaco, Namibia, New Zealand, Republic of Moldova, Swaziland, United Kingdom. [16]
<u>Unknown</u>	Austria, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Cyprus, Denmark, Georgia, Germany, Greece (MoI), Hong Kong, Japan, Latvia, Macao, Peru, Portugal, Slovakia, Ukraine. [18]

b) Any decisions rendered?	
<p style="text-align: center;"><u>Yes</u></p> <p>For more detailed information, see the individual response of each State.</p>	<p>Australia, Austria, Greece (MoJ), Hong Kong, Poland, Romania, United States of America. [7]</p>
<p style="text-align: center;"><u>No</u></p> <p>For more detailed information, see the individual response of each State.</p>	<p>Argentina, Azerbaijan, Belgium, Colombia, Croatia, Cyprus, Finland, Greece (MoI), Israel, Latvia, Malta, Mexico, Monaco, Namibia, New Zealand, Republic of Moldova, Slovakia, Switzerland, United Kingdom. [19]</p>
<p style="text-align: center;"><u>Unknown</u></p> <p>For more detailed information, see the individual response of each State.</p>	<p>Bosnia and Herzegovina, Bulgaria, Costa Rica, Czech Republic, Denmark, Georgia, Germany, Hungary, Japan, Macao, Peru, Portugal, Slovenia, Spain, Swaziland, Ukraine. [16]</p>
4.6 Intergovernmental organisations	
a) Would your State be in favour of allowing the use of Apostilles in relation to documents executed by intergovernmental organisations?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Argentina</u>: We are in favour of allowing the use of Apostilles regarding documents issued by intergovernmental organisations. As a practical solution, it would be necessary to have a database of official's signatures corresponding to each agency in order to apply the Convention to documents issued by them. <u>Cyprus</u>: Provided that they adhere to the provisions and restrictions of the Apostille convention. Each case should be examined on its own facts. <u>Finland</u>: At the moment it appears that there are no special problems in relation to this matter. However, practical solutions require further study. <u>Namibia</u>: This will ease the burden on such organisations to use documents across States and effectively dealing with each other's organisations. <u>New Zealand</u>: We consider there to be no problem with verifying such documents as long as the intergovernmental organisation is receptive to confirming their signature and seal on a document.</p>	<p>Argentina, Azerbaijan, Belgium, Cyprus, Finland, Hungary, Namibia, New Zealand, Slovakia, Spain, Swaziland, United Kingdom, United States of America. [13]</p>

<p><u>Slovakia</u>: Nous n'aurons pas d'objection dans l'hypothèse où des arguments supplémentaires nous persuadent de la vraie nécessité d'un tel traitement des documents établis par des organisations internationales. Actuellement, nous ne sommes pas convaincus qu'une telle mesure soit indispensable.</p> <p><u>Spain</u>: For example EU documents could be apostilled by the Member State in which resides the institution that produced the document.</p> <p><u>United Kingdom</u>: We believe that the Apostille should be issued by the competent authority within the country where the document was issued. The UK is therefore unlikely to have an objection to issuing an Apostille on a document produced by an official of an Intergovernmental organisation based within the UK. However, we believe that allowing Intergovernmental organisations to seek apostilles on documents not produced in the UK requires further study.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Bosnia and Herzegovina</u>: This question should be studied further.</p> <p><u>Colombia</u>: In Colombia, this documents are exempt from the apostille.</p> <p><u>Hong Kong</u>: Further study on this would be required.</p> <p><u>Switzerland</u>: Des documents établis par des organisations intergouvernementales ne sont pas des "actes publics" au sens de la Convention Apostille. Tout au plus, il serait possible d'apostiller une légalisation intermédiaire effectuée par un notaire cantonal sur un document établi par une telle organisation.</p>	<p>Bosnia and Herzegovina, Colombia, Croatia, Georgia, Germany, Greece (MoJ), Hong Kong, Israel, Latvia, Macao, Peru, Romania, Slovenia, Switzerland. [14]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Australia</u>: We have not considered this question in any detail. Before offering a view on this issue, we would need to conduct consultations with relevant stakeholders.</p> <p><u>Costa Rica</u>: As the accession of Costa Rica is very recent, we have no such information.</p> <p><u>Malta</u>: Unknown.</p> <p><u>Japan</u>: No specific comments.</p> <p><u>Poland</u>: Question whether and how to bring documents issued by Intergovernmental Organisations, including Regional Economic Integration Organisations, into the scope of the Convention, needs further study.</p>	
Section 5 – Competent Authorities	
5.1 Contact details	
<p>See the full replies to the Questionnaire and / or the contact details provided in the "Competent Authorities" link available in the "Apostille Section" of the Hague Conference website.</p>	
5.2 Training and support	

a) Desk instructions (or similar)	
<u>Yes</u>	Australia, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Denmark, Finland, Georgia, Germany, Greece (MoJ), Mexico, Namibia, New Zealand, Peru, Portugal, Republic of Moldova, Romania, Slovenia, Swaziland, Ukraine, United Kingdom, United States of America. [24]
<u>No</u>	Austria, Argentina, Bosnia and Herzegovina, Bulgaria, Colombia, Cyprus, Czech Republic, Finland, Germany, Greece (MoI), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Monaco, Peru, Poland, Slovenia, Switzerland. [22]
b) Is training provided?	
<u>Yes</u> <u>Australia</u> : Ad Hoc on the job training. <u>Costa Rica</u> : Costa Rica has participated in several international conferences- We have also kept contact with competent authorities from Argentina, Mexico, Honduras and El Salvador. <u>Cyprus</u> : On the job one-to-one training, on regular intervals and especially at times of structural changes. <u>Czech Republic</u> : Regular meetings with the staff; specific practical problems are consulted ad hoc in oral or written form. <u>Georgia</u> : Training is provided to the new employees as well as to the permanent staff in case of changes in the legislation, practical operation or procedures. Organizing trainings as often as necessary. <u>Hong Kong</u> : On-the-job training is provided to staff and they can seek direction from the Registrar, High Court whenever they have doubts. <u>Hungary</u> : Part of the training of consular officials focuses on legalisation issues in general, in this framework they are also informed about the Apostille Convention. <u>Israel</u> : Internal training, Professional seminar once a year, Also invited representatives from other ministries relevant.	Australia, Austria, Belgium, Costa Rica, Cyprus, Czech Republic, Denmark, Finland, Georgia, Hong Kong, Hungary, Israel, Latvia, Namibia, New Zealand, Peru, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Switzerland, United Kingdom, United States of America. [24]

<p><u>Latvia</u>: The consular trainings are organized by the Consular Department of the Ministry of Foreign Affairs twice a year.</p> <p>Within the framework of the planned abolishment of the legalisation requirement for the documents issued in the countries of the European Union, the European Economic Zone and the Swiss Confederation, presentations and briefings were organized by the Consular Department of the Ministry of Foreign Affairs for the governmental institutions of Latvia (presentation is available only in Latvian).</p> <p><u>Namibia</u>: In-house training sessions are provided regularly for the Directorate: International Cooperation's which is responsible for the preparation of Apostilles.</p> <p><u>New Zealand</u>: One-on-one staff training is provided to staff when they start the job. Further training is provided as required. All staff have attended a fraudulent document examination course with the New Zealand Police.</p> <p><u>Peru</u>: in Peru is the Minister of Foreign Affairs the only authority and the staff is training periodically.</p> <p><u>Republic of Moldova</u>: The Government of Republic of Moldova organises seminars on professional development for public servant. The personnel take part to them once or twice per year.</p> <p><u>Romania</u>: For the servants of the Prefect's Institutions there are special training sessions organized once in 2/3 years and a permanent methodological guidance.</p> <p><u>Slovakia</u>: Environ tous les quatre ans et le personnel reçoit toujours les documents mis à jour sous forme écrite. Le nouveau personnel reçoit la formation immédiatement après l'embauche du fonctionnaire.</p> <p><u>Slovenia</u>: Seminar once or twice per year, organised by Slovenian courts.</p> <p><u>Switzerland</u>: Formation interne.</p> <p><u>United Kingdom</u>: On the job one-to-one training on arrival and regular update and reviews of policy and procedures.</p> <p><u>United States of America</u>: Initial training and refreshers as needed.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Croatia</u>: The Ministry of Justice of the Republic of Croatia wrote internal directions for the competent municipal courts.</p> <p><u>Poland</u>: There are only two officers responsible for issuing Apostille, who were trained at the beginning of their assignment.</p> <p><u>Romania</u>: Is very necessary and is to be organized by the National Union of Notaries Public of Romania in collaboration with other authorities.</p> <p><u>Switzerland</u>: Certain cantons prévoient une formation interne spécifique, d'autres non.</p>	<p>Argentina, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Colombia, Croatia, Denmark, Germany, Greece (MoI), Greece (MoJ), Japan, Macao, Malta, Mexico, Monaco, Poland, Romania, Swaziland, Switzerland, Ukraine. [20]</p>
<p style="text-align: center;">Section 6 – Substantive scope of the Apostille Convention</p>	
<p style="text-align: center;">6.1 Definition of “public document”</p>	
<p>a) Is a “public document” defined in domestic law?</p>	

<p style="text-align: center;"><u>Yes</u></p> <p><u>Argentina</u>: Código Civil de la Nación Argentina Art. 979 al 996 [Argentine Civil Code Art. 979 to 996].</p> <p><u>Austria</u>: § 292 Zivilprozessordnung § 47 Allgemeines Verwaltungsverfahrensgesetz 1991.</p> <p><u>Bosnia and Herzegovina</u>: Law on relevance of Public Documents of B&H.</p> <p><u>Colombia</u>: http://www.secretariasenado.gov.co/senado/basedoc/codigo/codigo_procedimiento_civil_pr008.html</p> <p><u>Costa Rica</u>: In Costa Rica the concept of public document is clearly defined, and it is available at: http://www.archivonacional.go.cr/pdf/valor_legal_probatorio_doc.pdf.</p> <p><u>Croatia</u>: Civil Procedure Act - Art. 230.</p> <p><u>Czech Republic</u>: There is not one complex definition, slightly different definitions may be found in different laws (e.g. Civil Procedure Code, Administrative Code, Law on register offices). In general, according to the Czech law public documents are documents issued by courts or other public authorities, as well as local government bodies, within their powers and also documents declared public by special regulations (e.g. diplomas and other certificates of education, notarial acts, military acts, civil status documents, etc.).</p> <p><u>Georgia</u>: By the Decree of the President of Georgia N404 of 14 July 2009 on Approval of the Regulations of Document Apostillisation the categories of documents subject to apostilization are defined.</p> <p><u>Germany</u>: Les actes publics sont des certifications émises par des autorités ou des personnes publiquement désignées à cet effet (notaires) relatives à des déclarations de tiers (article 415 Code de procédure civile), des déclarations et décisions provenant des autorités (article 417 Code de procédure civile) et des observations (article 418 Code de procédure civile).</p> <p><u>Greece (MoI)</u>: 2690/1999 a. 5 of Administrative Procedure Dode.</p> <p><u>Greece (MoJ)</u>: According to article 1 of the law 1497/1984 public documents are: a) documents emanating from an Authority or a competent public official or a prosecution authority, or a clerk of the court or a bailiff, b) admjnistrative documents, c) notarial documentns and d) official certificates such as certificates recording the registration of a document or the fact that it was in existence on a certain day and authentications of signature on private writings.</p> <p><u>Hungary</u>: Law no. III of 1952 on the Code of civil procedure.</p> <p><u>Israel</u>: Evidence Ordinance-1971.</p> <p><u>Latvia</u>: Document Legalisation Law refers to the definition of public documents given in the Convention (can be accessed at: http://www.vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Document_Legalisation_Law.doc).</p> <p><u>Macao</u>: There are three types of written documents: authentic (public), authenticated and private documents, each with different legal value.</p> <p>The Civil Code of Macao sets up the criteria to determine the types of documents and their legal value. It is complemented by some provisions of the Codes of Notary, Civil Register, Real Estate Register, and of Commercial Register, as well as by the law on the framework applicable to electronic documents and digital signatures (Law No. 5/2005, of 8 August).</p> <p>More specifically, in what refers the criteria to determine whether a written document is a document falling within the scope of the Convention, the main relevant provision of the Civil Code reads as follows (non-official translation):</p>	<p>Argentina, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Georgia, Germany, Greece (MoI), Greece (MoJ), Hungary, Israel, Latvia, Macao, Mexico, New Zealand, Peru, Romania, Slovakia, Slovenia, Spain, Ukraine, United States of America. [27]</p>
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Article 356

(Types of written documents)

1.The written documents can either be authentic or private.

2.The authentic documents are those issued in accordance with legal formalities by a public authority within the limits of its competence or within its scope of activity, by a notary or a public official that by law has the power to ensure the authenticity of the document*; all other documents are private.

3.The private documents shall be authenticated documents when confirmed by the parties in the presence of a notary under the terms prescribed by notarial law.

(*The expression used in the letter of the law is "dotado de fé pública", which is difficult to translate into English - literally: public faith).

Mexico: By the Civil law.

New Zealand: Section 145 of the Evidence Act 2006 defines "public document". The definition sets out an inclusive list of documents that are "public documents". The list is not exhaustive and leaves scope of other documents to be considered "public documents".

Peru: Law. Nº 27444.- law of administrative procedures, article 43 number 43.1: are considered public documents those validly issued by the public entities.

Romania: In Law no. 36/1995 of notaries public and notarial activity, republished in Monitorul Oficial al Romaniei, Part I, no. 732/18.10.2011, Article 4 stipulates that "the act made by the notary public, bearing his stamp and signature, is of public authority and has evidential power stipulated by law."

Slovakia: Art. 134 du Code de procédure civile.

Slovenia: Article 224 of the Civil procedural law 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.

Spain: You can find out references under Art 1216 Spanish Civil Code, arts. 317 to 319 Spanish Civil Procedure Law and under article 46 Act 30/1992.

Ukraine: According to the Rules of Consular Legalisation, adopted by the Order of the Ministry of Foreign Affairs from the 4th of June, 2002, Nº 113 the official document is determined as a written confirmation of facts and events with legal significance, or which legislation binds the origin, modification or termination of rights and obligations of natural or legal persons.

United States of America: California - CACode section 6252(3); Delaware - Title 29 Chapter 5, Subsection 502; Nebraska - NE Statute 84-712 through 84-712.9; Oregon - ORS Ch. 194; Washington St. - RCW 42.56.010.

<p style="text-align: center;"><u>No</u></p> <p><u>Australia</u>: There is no definition of 'public instrument' under domestic law for the purpose of the Apostille Convention. In the past, there have been difficulties determining what is and is not a 'public document'. Australia generally resolves these issues by consulting with legal experts, however this impacts negatively on the timely delivery of services.</p> <p><u>Azerbaijan</u>: There is no concept of "public document" defined in the internal law. But in practice all documents signed and stamped by the state agencies and registered organisations are deemed as "public documents". In accordance with the Article 148 (II) of the Constitution of the Republic of Azerbaijan international conventions to which the Azerbaijan Republic is a Party, are integral part of the legislative system of the Republic of Azerbaijan. Therefore all documents listed in the Article 1 of the Apostille Convention are deemed to be "public documents".</p> <p><u>Cyprus</u>: For the purpose of the convention, Cyprus is guided by the categories listed in Art. 1.</p> <p><u>Hong Kong</u>: There is no internal law expressly governing the legalisation of documents or defining a "public document".</p> <p><u>Japan</u>: There are no internal laws which define the concept of a "public document" in relation to the application of the Apostille Convention.</p> <p><u>Namibia</u>: No domestic legislation is yet in place to give practical effect to the provisions of the Convention and at this stage Namibia follows only the list provided in the Convention.</p> <p><u>Switzerland</u>: L'interprétation des textes légaux, y compris des Conventions internationales, est le domaine de compétence des tribunaux.</p> <p>L'ordonnance du 23 septembre 2011 sur l'acte authentique électronique (OAAE), RS 943.033, définit l'acte public comme suit (art. 2): "Un acte authentique est un document dans lequel une personne habilitée à le dresser, compétente à raison du lieu et de la matière, consigne des déclarations constitutives d'un acte juridique ou d'une procédure, ou encore constate des faits ayant une portée juridique, dans une forme et selon une procédure prédéfinies."</p> <p><u>United Kingdom</u>: For the purpose of the Convention, the UK is guided by the categories listed in Article 1. We are in the process reviewing the categories of 'public documents' we currently accept for legalisation.</p>	<p style="text-align: center;">Australia, Azerbaijan, Cyprus, Finland, Japan, Hong Kong, Latvia, Malta, Monaco, Namibia, Poland, Republic of Moldova, Slovenia, Swaziland, Switzerland, United Kingdom. [16]</p>
<p>b) Can public documents be executed <i>without being signed</i>?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Georgia</u>: According to the Georgian legislation a document may be executed without being signed or sealed/stamped but bearing special bar code. If so an authorized person of a relevant competent authority is requested to sign such document and afterwards his/her signature will be apostilled.</p> <p><u>Hungary</u>: Certain court documents are not signed by the judge, however court documents need to be signed by the president or deputy president of the court before issuing Apostille on them therefore this latter signature is the one which is authenticated.</p> <p><u>Japan</u>: Note: Although there are no internal laws, an Apostille may be issued for an unsigned public document in our practice.</p> <p><u>New Zealand</u>: New Zealand birth and marriage certificates are examples of public documents that are executed without a signature. Apostilles are issued for these documents.</p>	<p style="text-align: center;">Georgia, Hungary, Israel, Japan, New Zealand, Peru, Portugal, United Kingdom, United States of America. [9]</p>

<p><u>Peru</u>: Civil Code Congres Decree Nº 295.</p> <p><u>United Kingdom</u>: Some court documents and civil documents issued centrally by the General Register Office may contain a seal only which we legalise. The UK notes that Article 7 of the Convention appears to acknowledge that some documents may be unsigned (Ref Article 7b) which states 'the name of the person signing the public document and the capacity in which he has acted, or in the case of unsigned documents, the name of the authority which has affixed the seal or stamp.'</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Colombia</u>: http://www.secretariassenado.gov.co/senado/basedoc/decreto/1995/decreto_2150_1995.html</p> <p><u>Germany</u>: En général non ; exception : par exemple extraits du casier judiciaire.</p> <p><u>Namibia</u>: No domestic law yet.</p> <p><u>Romania</u>: This situation is not met in the case of the notarial acts, but there are administrative-fiscal documents which are drawn up in this way (fiscal registration certificates and VAT registration certificates issued by the Ministry of Public Finances - National Agency for Fiscal Administration, whose model and content are regulated by Order no. 262/2007 for the approval of the taxpayers' fiscal registration forms, published in Monitorul Oficial al Romaniei, Part I, no. 175 of 13.03.2007, as subsequently amended and completed.</p> <p><u>Slovakia</u>: L'Apostille atteste la véracité de la signature, la qualité en laquelle le signataire de l'acte a agi et l'identité du sceau ou timbre dont cet acte est revêtu.</p> <p><u>Switzerland</u>: Un canton a répondu que - à condition de disposer d'un spécimen - l'Apostille serait quand même émise mais avec l'annotation que la signature doit encore être posée.</p> <p><u>Ukraine</u>: The public document must be signed and stamped or sealed.</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Cyprus, Denmark, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Latvia, Macao, Malta, Mexico, Monaco, Namibia, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine. [31]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Finland</u>: We do not have a concept of a public document. We do have documents which can be executed without being signed. We cannot give an Apostille if the underlying document is not signed.</p>	
<p>c) Can public documents be executed <i>without being stamped or sealed</i>?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Georgia</u>: Apostille certifies only the signature.</p> <p><u>Hong Kong</u>: For documents signed by appointed public officers, they may only bear the signatures, not the seal; for notarised documents, they must bear the signature and seal of the notary.</p> <p><u>New Zealand</u>: Official letters setting out a person's criminal convictions or an extract from the Companies Register are examples of public documents that are issued without a seal/stamp. Apostilles are issued for these documents.</p> <p><u>United Kingdom</u>: Yes, except for notarial acts produced by notaries of England and Wales.</p>	<p>Colombia, Georgia, Hong Kong, Latvia, New Zealand, Portugal, United Kingdom, United States of America. [8]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Japan</u>: Note: Although there are no internal laws, an Apostille may not be issued for an unstamped / unsealed document in our practice.</p> <p><u>Peru</u>: The stamps are always required.</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus,</p>

<p><u>Romania</u>: As for the category of notarial acts, they cannot be issued without the notary public seal/stamp and signature.</p> <p><u>Switzerland</u>: Dans quelques cantons, l'Apostille serait quand même émise, mais à condition de disposer d'un spécimen ou (dans d'autres cantons) avec l'annotation que le sceau doit encore être apposé.</p> <p><u>Ukraine</u>: The public document must be signed and stamped or sealed.</p>	<p>Czech Republic, Denmark, Germany, Greece (MoI), Greece (MoJ), Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine. [34]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Finland</u>: We do not have a concept of a public document. We do have documents which can be executed without being stamped / signed. We cannot give an Apostille if the underlying document is not signed.</p>	
<p>d) Difficulties encountered in characterising a document as a “public document”.</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Australia</u>: We note that in response to Q.19 of the 2008 Questionnaire, Australia replied: "The main difficulty that Australia has encountered with the operation of the Apostille Convention has been determining what is and is not a 'public document'. Australia generally resolves these issues by consulting with legal experts, however this impacts negatively on the timely delivery of services."</p> <p><u>Czech Republic</u>: Translations of public documents established by sworn translators are not public documents pursuant to the Czech law, however, we were repeatedly asked to apostillise them. Therefore, pursuant to a new practice, we apostillse translations made by sworn translators under the condition they are attached to a public document and the translation was previously certified by a Czech regional court (certifying that the sworn translator is duly recorded in the official list of Czech sworn translators). The Apostille then refers only to the court certification, not to the translator's certification.</p> <p><u>Greece (MoI)</u>: The majority of "problematic" cases concern the granting of the Apostille to private documents and not to public ones, given that authentication of the signature validity has preceded. In many cases, individuals, acting as natural persons or as representatives of legal entities, elaborate and sign private documents confirming acts or actions which, according to the internal law and order of our country, are confirmed officially by the competent authorities using their own documents, i.e. certificates of registration. Citizens very often avoid the official way and certify all actions with private documents. In other cases, they bind with their signature legal entities which have their seat in other countries. In those cases the authorities responsible for the Apostille do not procede with the Apostille and this causes problems and conflicts. They try to solve their problems with questions to the legal councillors in order to have an official information and a common procedure to deal with those cases. However, in the majority of the cases, answers are not clear or justified.</p> <p><u>Monaco</u>: Les certificats d'immatriculation de véhicules pour une vente de ces véhicules ou de permis de conduire pour l'achat de véhicules à l'étranger. Les Etats de destination exigent que ces documents soient apostillés. Il peut être considéré que ces documents administratifs n'ont pas directement trait à une</p>	<p>Australia, Czech Republic, Finland, Greece (MoI), Monaco, Namibia, New Zealand, Peru, Romania, Spain, Switzerland, United Kingdom. [12]</p>

<p>opération commerciale mais l'autorité centrale monégasque s'est souvent interrogée à ce sujet.</p> <p><u>Namibia</u>: Documents issued by the University of Cambridge for Grades 10 & 12 exams are issued under the signature of the Chancellor of the University but in Namibia it is issued by the Ministry of Education. Some documents do not bear the coat of arms of Namibia although issued by the Government authorities. We have issued the Apostilles if this office was satisfied with the origin of the document. We are however still experiencing some difficulties.</p> <p><u>New Zealand</u>: We have experienced some difficulties with educational documents. We will issue an Apostille for documents issued by the Ministry of Education and the New Zealand Qualifications Authority, as these documents are issued by the NZ Government. Some countries require an Apostille on an original school or university document. However, we require documents issued by schools or universities to be notarised by a Notary Public before we issue an Apostille. This can cause difficulties for people who are asked for an Apostille.</p> <p><u>Peru</u>: The commercial documents.</p> <p><u>Romania</u>:</p> <ul style="list-style-type: none"> - study documents issued by the private education units; - trade companies documents; - bank documents etc. <p>Provided by Article 5 of the Convention.</p> <p><u>Spain</u>: Documents from Authorities of Professional Associations (Corporate Administration).</p> <p><u>Switzerland</u>: copies qui ne sont pas certifiées conformes (copies simples);</p> <ul style="list-style-type: none"> - documents établis par des organismes privés qui travaillent sur mandat d'un canton ou d'une commune (p.ex. bureau d'adoption, institut scolaire) - Concerne très peu de cantons. <p><u>United Kingdom</u>: As mentioned above, we are currently conducting a review of the types of 'public' document we accept for legalisation (including commercial documents - see below) whilst bearing in mind the suggestion of the 2009 Special Commission that we should give a broad interpretation to the category of public documents.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Austria</u>: Issuance of apostilles on certified copies of (public and private) documents - see also 4.5.b).</p> <p><u>Costa Rica</u>: Since the concept of public document is clearly defined, there has not been any problem to classify it.</p>	<p>Argentina, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Denmark, Georgia, Germany, Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Poland, Portugal, Republic of Moldova, Slovakia, Slovenia, Swaziland, Ukraine, United States of America. [30]</p>

6.2 Exclusion of documents executed by diplomatic or consular agents

a) Difficulties encountered with the exclusion of “documents executed by diplomatic or consular agents” from the scope of the Convention.

<u>Yes</u>	[0]
<p><u>No</u></p> <p><u>Azerbaijan</u>: Documents executed by diplomatic or consular agents can only be legalized.</p> <p><u>New Zealand</u>: We will attach Apostilles to certified copies of original documents that have been made by NZ consular agents overseas. This saves the applicant from having to return their original document to NZ.</p>	<p>Argentina, Australia, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [41]</p>

b) To which of the following documents (if any) does the Apostille Convention apply?

<p><u>Documents handled by consular or diplomatic agents but executed by another authority in the State that the consular or diplomatic agent represents</u></p> <p><u>Azerbaijan</u>: These documents are sent to the Ministry of Foreign Affairs by Verbal Note and send back after apostillisation.</p> <p><u>Namibia</u>: We would issue the Apostille here in Namibia and transmit to the diplomatic agent in the foreign State for use in that State.</p> <p><u>Portugal</u>: L'agent diplomatique de n'importe quel pays sollicite l'apostille d'un acte civil du Portugal.</p>	<p>Azerbaijan, Bosnia and Herzegovina, Bulgaria, Georgia, Germany, Latvia, Namibia, Peru, Poland, Portugal, Slovakia, United States of America. [12]</p>
<p><u>Documents executed by consular or diplomatic agents that are not of a diplomatic or consular nature</u></p> <p><u>New Zealand</u>: Where an overseas person needs us to issue an Apostille for a notarised copy of a document or a notarised statement etc, we suggest they have a NZ consular agent provide the certification (this is the easiest option for the customer).</p>	<p>Argentina, Costa Rica, Germany, Israel, Monaco, New Zealand, Poland, Romania, Spain, Swaziland, United Kingdom. [11]</p>

<p>The signatures and seals of overseas consular staff are kept on file. We can verify their certifications as we would any other government agent.</p> <p><u>Spain</u>: The procedure requires the formality of authentication of signature by the Ministry of Foreign Affairs and Cooperation to be further apostilled by the Legalisation Service from the Ministry of Justice.</p> <p><u>United Kingdom</u>: The UK would not directly legalise/apostillise any of these documents. If necessary, we will confirm the signature of the Consular Officer overseas by using an 'overstamp'. The UK Competent authority then attaches an apostille on the document that confirms the signature of the Legalisation Officer that conducted the overstamp.</p>	
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Colombia</u>: Not subject to apostille.</p> <p><u>Hong Kong</u>: It should be considered on a case by case basis.</p> <p><u>Japan</u>: N/A.</p> <p><u>Mexico</u>: Only with the certification of Secretaría de Relaciones Exteriores.</p> <p><u>Switzerland</u>: Dans le champ d'application de la Convention européenne du 7 juin 1968 relative à la suppression de la légalisation des actes établis par les agents diplomatiques ou consulaires, la Convention Apostille ne s'applique pas concernant des déclarations officielles, telles que mentions d'enregistrement, visas pour date certaine et certifications de signature, apposés par les agents diplomatiques ou consulaires (art. 2 al. 2).</p> <p>La plupart des cantons ont répondu qu'ils n'apostilleraient aucun de ces documents.</p> <p>Certains cantons ont répondu qu'ils apostilleraient de tels documents s'il s'agit d'autorités suisses, si le sceau et la signature du représentant étranger sont connus et conformes, ou si de tels documents ont été légalisés par un notaire cantonal.</p> <p>Cf. également l'art. 8 de l'Ordonnance du 29 octobre 2008 sur l'organisation de la Chancellerie fédérale, RS 172.210.10, qui évoque ces situations en dehors de la Convention Apostille, ce qui indique que la Convention Apostille ne s'appliquerait pas: « Sont du ressort de la Chancellerie fédérale: a) la légalisation des signatures définitives apposées sur un document [...] par les consulats et missions diplomatiques étrangers en Suisse; b) l'établissement des apostilles conformément à l'art. 2 de la convention internationale de La Haye. »</p>	
<p style="text-align: center;">6.3 Exclusion of administrative documents dealing directly with commercial or customs operations</p>	
<p>a) Difficulties encountered with the exclusion of “administrative documents dealing directly with commercial or customs operations” from the scope of the Convention.</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Belgium</u>: L'Inde exige des apostilles sur les documents commerciaux (factures, certificats d'origine). Le Pérou n'acceptait pas nos apostilles sur des documents que la Belgique considère comme acte public mais que le Pérou considère comme document lié à une opération commerciale. Le problème a été résolu rapidement après que la Belgique ait donné sa définition d'acte public.</p>	<p>Belgium, Colombia, Costa Rica, Czech Republic, Georgia, Germany, Monaco, Peru, Romania. [9]</p>

<p><u>Colombia</u>: Credentials, including commercial or customs information, are not accepted by some countries.</p> <p><u>Costa Rica</u>: That exception has caused that some documents, which have the apostille issued by Costa Rica, have not been received by some member states because these states consider that commercial and customs documents are considered an exception.</p> <p><u>Czech Republic</u>: All these documents are provided with legalization clause, which causes delay for companies because they must have the appropriate documents superlegalised by the Embassy of the country of their destination.</p> <p><u>Georgia</u>: Difficulties arise because of diverse approach of countries. We are interpreting exceptions narrowly.</p> <p><u>Germany</u>: -1 certificat de dédouanement pour l'exportation d'une urne, l'apostille a été apposée sur une copie du certificat de dédouanement. -Pour les licences d'exportations (autorisations de mise sur le marché), certificats d'enregistrement de produits et certificats médicaux de nombreux États demandent une apostille qui sera émise en Allemagne, si une autorité a procédé auparavant à la certification. -Souvent il est demandé aux partenaires commerciaux russes d'assortir d'une apostille les actes publics (certificats d'origine) émis par la chambre d'industrie et de commerce (IHK) de Dresde et se référant aux échanges commerciaux ou à la procédure douanière. -Sur demande expresse une apostille sous forme habituelle est émise pour des certificats d'exportation et en nombre réduit pour les certificats de santé et déclarations de conformité. Il n'y a eu aucune réclamation dans lesdits cas après un refus par les services étrangers.</p> <p><u>Monaco</u>: Les certificats d'immatriculation de véhicules pour une vente de ces véhicules ou de permis de conduire pour l'achat de véhicules à l'étranger. Les Etats de destination exigent que ces documents soient apostillés. Il peut être considéré que ces documents administratifs n'ont pas directement trait à une opération commerciale mais l'autorité centrale monégasque s'est souvent interrogée à ce sujet.</p> <p><u>Peru</u>: Some states apostillise commercial documents like, commercial invoices, certificates of counter, certificates of origin.</p> <p><u>Romania</u>: There are frequent requests concerning the apostilles on legalized copies and/or translations of the commercial invoices, import/export licences, waybills, sales journal, scale tickets etc.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Australia</u>: In Australia, there is a requirement that all business documents be notarised or certified by the relevant chamber of commerce/industry, or notarised by an Australian Notary Public before an apostille can be applied.</p> <p><u>New Zealand</u>: Apostilles for such documents are regularly requested by foreign authorities. We issue these Apostilles when requested.</p> <p><u>Romania</u>: In order to apply the Convention, a copie must be certified by a notary public and, in the case of court documents, they must be legalized by the competent court. The simple copy of a public document is not susceptible to be apostilled as is does not represent a public document.</p> <p><u>Switzerland</u>: Selon une autorité, il est néanmoins arrivé qu'une apostille a été émise pour un tel document.</p>	<p>Argentina, Australia, Azerbaijan, Bulgaria, Cyprus, Denmark, Finland, Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Namibia, New Zealand, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United</p>

	States of America. [29]
<p><i>Comments:</i></p> <p><u>Colombia</u>: Colombian companies are seriously in disadvantaged by not being able to apostille documents relating to commercial transactions or customs, bilateral trade is negatively affected and increases costs to be incurred by the trade.</p> <p><u>United Kingdom</u>: These documents tend to be received under cover of a notarial coversheet or are issued by a relevant government body (eg Department of Health, DEFRA, the Department of Business Innovation and Skills and Chambers of Commerce) so we legalise the signature of the NP or official that signed the coversheet. However, see answer to 6.3b regarding our review of the issue of Apostilles on these documents.</p>	
b) Does your State issue Apostilles for any of the following documents?	
Certificates of origin	Bulgaria, Costa Rica, Georgia, Germany, Latvia, Macao, Malta, New Zealand, Slovenia, Switzerland, United Kingdom, United States of America. [12]
Export licenses	Belgium, Costa Rica, Denmark, Germany, Israel, Latvia, Macao, Mexico, Slovakia, Slovenia, Switzerland, United Kingdom, United States of America. [13]
Import licenses	Belgium, Bulgaria, Costa Rica, Denmark, Germany, Israel, Latvia, Macao, Slovakia, Slovenia, Switzerland, United States of America. [12]
Health and safety certificates issued by the relevant government authorities or agencies	Argentina, Australia, Belgium, Colombia, Costa Rica, Croatia, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Israel, Latvia, Macao, Mexico, Namibia, New Zealand,

	Slovenia, Spain, Switzerland, United Kingdom, United States of America. [22]
Certificates of product registration	Argentina, Belgium, Bulgaria, Colombia, Costa Rica, Georgia, Germany, Greece (MoI), Latvia, Macao, Mexico, Peru, Slovenia, Spain, Switzerland, United Kingdom, United States of America. [17]
Certificates of conformity	Argentina, Belgium, Bulgaria, Colombia, Costa Rica, Denmark, Georgia, Germany, Latvia, Macao, Malta, Slovakia, Slovenia, Switzerland, United Kingdom, United States of America. [16]
End user certificates	Costa Rica, Denmark, Georgia, Macao, Peru, Switzerland, United Kingdom, United States of America. [8]
Commercial invoices	Bulgaria, Costa Rica, Latvia, Malta, Monaco, New Zealand, Peru, Switzerland. [8]
<p><i>Comments:</i></p> <p><u>Australia</u>: For the specific categories of documents listed above, Australia would generally consider health and safety certificates as public documents as they are issued by an administrative agency or authority of the Commonwealth. All other documents listed above would be regarded as "commercial documents". However, in Australia an apostille may be issued on a Notary Public's certificate appearing on any of the documents listed above.</p> <p><u>Colombia</u>: The documents mentioned in the question are in the exceptions that are found within the scope of convention.</p> <p><u>Costa Rica</u>: That exception has caused some documents are not being received in some countries as some if not exclude other; however, in most cases, the apostilles always are addressed to a Member State of the Convention.</p> <p><u>Cyprus</u>: The Republic of Cyprus issues Apostilles for all certificates issued by government authorities.</p>	

<p><u>Czech Republic</u>: Apostilles are not issued for these documents.</p> <p><u>Georgia</u>: As far as the number of countries request certification by Apostille of these kinds of documents, based on the interests of citizens such cases are interpreted narrowly.</p> <p><u>Hong Kong</u>: If the certificate is issued by an appointed government officer, we will issue appostille. Otherwise, we will only apostillise a notarial certificate attached to these other documents.</p> <p><u>Japan</u>: Regardless of the categories above, Apostilles are issued for the documents executed by public authorities or authenticated by notaries public.</p> <p><u>Malta</u>: These documents need to be certified by the Maltese Chamber of Commerce before they are apostilled.</p> <p><u>Monaco</u>: Il y a un nombre important de demandes d'apostilles pour des factures commerciales qui sont utilisées en tant que justificatifs de domicile, par exemple lors de procédures administratives ou judiciaires à l'étranger. Il arrive qu'une apostille puisse être apposée sur ce type de documents si il est revêtu par la signature d'un notaire. Ainsi, seule la signature du notaire est attestée.</p> <p><u>New Zealand</u>: Apostilles and legalisation are requested for these documents for both Convention and non-Convention countries.</p> <p><u>Poland</u>: We do not issue Apostille for this type of documents.</p> <p><u>Slovenia</u>: Slovenian courts issue Apostilles for the above mentioned documents when they are signed by a notary.</p> <p><u>Spain</u>: Some of these documents bear an Apostille, although the benefit of apostilling every document is not clear.</p> <p><u>Swaziland</u>: Most often requests are made for public documents.</p> <p><u>Switzerland</u>: Les réponses des autorités cantonales divergent. - La plupart des autorités cantonales émettraient des apostilles pour tous ces documents, à condition que ces documents ont été émis ou légalisés par un fonctionnaire ou notaire du canton concerné. - Certains cantons ont répondu qu'ils n'émettraient pas d'apostilles.</p> <p><u>Ukraine</u>: There is no information in this regard.</p> <p><u>United Kingdom</u>: We will legalise either originals or photocopies of these documents if they are presented under a notarial coversheet or have been directly certified by a solicitor or notary public. However, we also directly legalise original and photocopies of these documents if they bear the original signature of an official from the issuing authority (see list of organisations at (a) above). As mentioned previously, we are currently reviewing why we legalise in the latter circumstances and will be seeking guidance from the Secretariat in due course, particularly as the 2009 Special Commission stated that administrative documents for commercial use should be interpreted narrowly.</p>	
<p>c) Does your State accept Apostilles issued for any of the following documents?</p>	
<p>Certificates of origin</p>	<p>Colombia, Costa Rica, Georgia, Latvia, Macao, Malta, Mexico, Swaziland,</p>

	Switzerland, United Kingdom, United States of America. [11]
Export licenses	Belgium, Colombia, Costa Rica, Georgia, Latvia, Macao, Swaziland, Switzerland, United Kingdom, United States of America. [10]
Import licenses	Belgium, Colombia, Costa Rica, Denmark, Georgia, Latvia, Macao, Swaziland, Switzerland, United States of America. [10]
Health and safety certificates issued by the relevant government authorities or agencies	Argentina, Belgium, Colombia, Costa Rica, Croatia, Finland, Georgia, Latvia, Macao, Mexico, Swaziland, Switzerland, United Kingdom, United States of America. [14]
Certificates of products registration	Argentina, Belgium, Colombia, Costa Rica, Denmark, Georgia, Latvia, Macao, Swaziland, Switzerland, United Kingdom, United States of America. [12]
Certificates of conformity	Argentina, Belgium, Colombia, Costa Rica, Denmark, Georgia, Macao, Malta, Swaziland, Switzerland, United Kingdom, United States of America. [12]
End user certificates	Bulgaria, Colombia, Costa Rica, Denmark, Georgia, Macao, Swaziland, Switzerland, United Kingdom, United States of America. [10]

Commercial invoices	Colombia, Costa Rica, Georgia, Malta, Swaziland, Switzerland, United States of America. [7]
<p><i>Comments:</i></p> <p><u>Australia</u>: Not known.</p> <p><u>Czech Republic</u>: In most cases the documents provided with Apostille are recognized.</p> <p><u>Georgia</u>: The existence of Apostille certificate is not subject to refusal of accepting such documents.</p> <p><u>Germany</u>: Pas de reconnaissances.</p> <p><u>Hong Kong</u>: It should be considered on a case by case basis.</p> <p><u>Japan</u>: It is up to each individual authority to decide whether or not accept Apostilles issued for any of the documents above; thus no integrated information is available.</p> <p><u>Namibia</u>: We have not had any of these challenged and are not aware of any of these received.</p> <p><u>New Zealand</u>: We have no information on how Apostilles issued overseas are used in New Zealand.</p> <p><u>Peru</u>: We dont take stadistics about these documents.</p> <p><u>Poland</u>: Their acceptance depends on Polish institutions other than MFA. We do not have knowledge on that.</p> <p><u>Republic of Moldova</u>: Unknown.</p> <p><u>Slovakia</u>: Si l'Apostille avait déjà été délivrée, nous acceperions les documents.</p> <p><u>Slovenia</u>: We do not have information about incoming documents of such nature.</p> <p><u>Switzerland</u>: En règle générale, si une Apostille a été émise pour les documents cités au chiffre 6.3.c, elle sera acceptée, sans égard à la question pourquoi elle a été émise.</p> <p>Cependant, quelques cantons ont émis l'avis contraire.</p> <p><u>Ukraine</u>: There is no information in this regard.</p> <p><u>United Kingdom</u>: The UK does not require foreign documents to be legalised for use in the UK.</p>	
d) Is the exclusion of "administrative documents dealing directly with commercial or customs operations" appropriate? Is there a need to develop a more harmonized practice?	
There is no problem as long as the State of destination required the exclusion of such documents. We think that the current practice is appropriate and positive.	Argentina. [1]
Australia supports the position that the Convention should be interpreted as broadly as possible, where practical.	Australia. [1]
Non. La procédure devrait être simplifiée par des accords.	Belgium. [1]
Appropriate.	Bulgaria. [1]
According to business needs and interests of each country may or may not be appropriate.	Colombia. [1]
We consider that the fact of not giving apostilles to these documents is not adequate. It is important to harmonize the processes because we process all the documents without any exception.	Costa Rica. [1]
We are not indifferent in developing a more harmonised practice.	Cyprus. [1]

Yes, we feel that some harmonisation of the practice might be helpful. It might be a topic for discussion at the Special Commission.	Czech Republic. [1]
Exclusion is considered to be appropriate.	Finland. [1]
Yes.	Georgia. [1]
Pas de reconnaissances.	Germany. [1]
We consider it useful to develop a harmonised practice towards to the one or the other direction.	Greece (MoJ). [1]
Further study is required.	Hong Kong. [1]
No specific comments.	Japan. [1]
Latvia would welcome application of the Convention to these documents.	Latvia. [1]
To enlarge the scope of the Convention as to include all public documents, in particular those until now excluded under Article 1(3) b), does not seem to raise any practical problems. However, attention should be paid to the following: <ul style="list-style-type: none"> Such an inclusion will require a formal amendment to the text of the Convention – a Recommendation of the Special Commission will not be sufficient; Under other international treaties/instruments special 'model forms' have been established, which do not – and should not - need to be legalised; therefore, the main reason provided for the exclusion at the time of the negotiation of the Convention, i.e., "that the Convention should not impose a (new) formality where no formality existed before" is still very much valid. 	Macao. [1]
Unknown.	Malta. [1]
Yes, but you must be very clearly which documents will have that exceptions.	Mexico. [1]
We suggest the Convention to be applicable to these documents as well in order to promote conformity and harmony.	Namibia. [1]
We see no reason to exclude these documents from the Convention. A person may be submitting identical copies of these documents relating to one product to a number of countries, some of which require legalisation and others require Apostilles. The end users in Apostille Convention countries have requested Apostilles.	New Zealand. [1]
Yes, could be right.	Peru. [1]
We consider the exclusion of administrative documents dealing directly with commercial or customs operations not to be appropriate. We see a merit in trying to develop a more harmonised practice in applying the Convention to these documents.	Poland. [1]
Harmonisation of the practice would be helpful.	Republic of Moldova. [1]
We could support further debate regarding application of the Convention to these documents.	Slovenia. [1]
Yes, the harmonisation of criteria and a wide interpretation of this Convention are regarded as positive contribution together with a more efficient service to citizens and companies	Spain. [1]
Yes there is merit in extending application of the Convention to commercial or customs operations.	Swaziland. [1]
Certains cantons trouvent que cette exclusion est justifiée, d'autres trouvent que non. La plupart des	Switzerland. [1]

autorités cantonales seraient favorables à une simplification.	
We are unaware of the background to the exclusion but if the Apostille is used more widely for commercial documents (and without notarial coversheets), it may increase the risk of misinterpretation of the effect of the Apostille (our comments at 4.1(a) refer). We are currently reviewing our issue of Apostilles on some of these documents (see 6.3(b)) on this basis.	United Kingdom. [1]
If the document did not previously require legalization it would fall outside the scope of the Convention.	United States of America. [1]
6.4 Copies	
a) Is the Convention applicable to a <i>simple</i> copy of a public document?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Colombia</u>: Provided there is a signature of a public official document may be subject to apostille.</p> <p><u>Greece (MoI)</u>: According to the legislation of the country, each public service can grant its original documents, as well as certified copies of them, which is also regarded as originals. For that reason, authorities responsible for Apostille put on those documents the Apostille. They don't grant it when the copy is issued by any authority other than the one that issued the original, as in that way it cannot be regarded as an original, just an official copy. There are cases, like certificates of marriage or family status, where documents issued as certified copies have limited validity due to a possibility of future modifications in essential fields of the documents.</p>	Colombia, Denmark, Greece (MoI). [3]
<p style="text-align: center;"><u>No</u></p> <p><u>Argentina</u>: It must be accomplished prior the chain of authentication on the original document. However, if the copy is authenticated by the agency who issued the original document, it could be considered a public document.</p> <p><u>Australia</u>: Australian practice is to only issue an Apostille if a copy has been certified as being a true copy of the original document by one of three authorities:</p> <ul style="list-style-type: none"> - a Justice of the Peace working at a Court House (and bearing the stamp or seal of the Court); - a Clerk or Registrar of the Court; - a Notary public; <p>or an appropriate certifying officer of the government authority that issued the document.</p> <p>The photocopied document must bear an original signature of one of these certifying officials.</p> <p><u>Azerbaijan</u>: Only originals of the documents can be apostilled.</p> <p><u>Cyprus</u>: A copy can only be regarded as a "public document" under the convention, provided that it bears an original signature.</p> <p><u>Finland</u>: A copy has to be certified in order to be certified by an Apostille.</p> <p><u>Georgia</u>: If the copy of the document is certified by notary, the Apostille relates to the copied document; In case if the copy of the document is certified by the same authority that issued the original document, the Apostille might relate to the copied document as well as to the (administrative) certificate.</p> <p><u>Germany</u>: Il ne s'agit pas d'un acte public.</p> <p><u>Greece (MoJ)</u>: It is necessary to be a prototype document or a certified copy.</p>	Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Finland, Georgia, Germany, Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [39]

Hong Kong: we have no means and no duty to verify the genuineness of a copy document.
For Macao SAR, a simple copy of a public document is considered as a private document, not falling within the scope of the Convention.
Please refer to the response to question 6.1a), regarding the criteria to determine the types of written documents and their legal value.

Latvia: Only a translation of a document certified by a notary can be certified.

Macao: A simple copy of a public document is considered as a private document, not falling within the scope of the Convention.
Please refer to the response to question 6.1a), regarding the criteria to determine the types of written documents and their legal value.

Mexico: Because in our legislation, copies have no legal value.

Namibia: Although we do not have any domestic legislation on the matter, we do not accept simple copies of documents. If at all we have to proceed on a copy, it must be a certified copy.

New Zealand: Photocopies without an original seal or signature are not accepted. They are not original documents, there is no signature or seal on them to verify, and there is a high risk that such documents could be fraudulent.

Peru: Single copy is valid if its authenticity certified.

Portugal: Elle nécessite d'être certifiée.

Republic of Moldova: An apostille can be issued to a copy of a public document certified by a notary if an apostille was issued to the original public document.
Apostille can be issued to a certified copy of a public document if the copy was issued by the same authority that issued the original public document.

Romania: In order to apply the Convention, a copie must be certified by a notary public and, in the case of court documents, they must been legalized by the competent court. The simple copy of a public document is not susceptible to be apostilled as is does not represent a public document.

Slovakia: Une simple copie n'est pas considérée comme un acte public, donc alors la Convention ne s'applique pas.

Slovenia: In Slovenia Apostilles are issued only on public documents and their certified copies. In accordance with Article 60 and 61 of Notarial Act certified copies, made by the notary according to the procedure, prescribed by the law, are public documents.

Swaziland: Document has to be original.

Switzerland: Les exceptions suivantes sont possibles et une Apostille pourrait être apposée sur la copie simple, mais pas dans tous les cantons:

- la copie a été faite par un notaire (ou fonctionnaire cantonal ou communale) qui l'a signé;
- la copie accompagne l'original et a été signée par le notaire (ou fonctionnaire cantonal ou communale) qui a émis l'original;
- la copie accompagne l'acte public et l'autorité qui appose l'Apostille vérifie elle-même par comparaison directe que la copie correspond à l'original;
- copie de documents officiels très vieux dont l'original n'est plus disponible (p.ex. décret gouvernemental, décision judiciaire): l'Apostille pourrait être émise à condition que la source de la copie est connue, p.ex.

<p>archive cantonal.</p> <p><u>Ukraine</u>: Apostille could be issued only for originals of the public documents or certified copies of the public documents.</p> <p><u>United Kingdom</u>: The UK will only attach an Apostille to a document with an original signature.</p> <p><u>United States of America</u>: Copies must be certified or notarized.</p>	
<p>b) Is the Convention applicable to a <i>certified</i> copy of a public document?</p>	
<p><u>Yes – But an Apostille may be used for the certification <i>only</i>, not the copied document</u></p> <p><u>Australia</u>: See above.</p> <p><u>Cyprus</u>: (Please see explanation to 6.4 (a) above).</p> <p><u>Czech Republic</u>: The certification states that the certified document is a "true copy of the original". A certified copy may be made also from another certified copy or even from a private document.</p> <p><u>Germany</u>: La pratique varie dans les différents Länder fédéraux.</p> <p><u>Macao</u>: in such case, the Apostille is merely a declaration that the authority responsible for the issuance of the certified copy is competent under the internal law of the relevant State to issue such a certification (i.e., that the relevant document is a "true copy of the original"), and that the signature of that person(s) is authentic as well as he/she acted in his/her public capacity.</p> <p>An Apostille does not relate to the contents of the document and cannot affect its legal nature.</p> <p><u>Republic of Moldova</u>: See comment to 6.4 a).</p> <p><u>Ukraine</u>: Court decisions are specific documents and cannot be granted in original because the original document is always kept in the case. Thus, Apostille is issued only for copies of the court decisions, certified by a judge.</p> <p>Paragraph 4 of the Rules of issuing Apostille, intended to use on territories of other States, and prohibits to issue in Ukraine the Apostille on original of the public documents, issued by authorities of the former Republics of the USSR. Thus, Apostille may be issued only for the copies of such documents, certified by the notary.</p> <p>The State Registration Service issues apostille for the certified copies of documents, issued by authorities of registration of acts of civil status after 1991 (birth certificate, marriage certificate, death certificate etc.), intended to use on territories of other States, only after verifying these documents by authorities of registration of acts of civil status of the Main Department of Justice in the Autonomous Republic of Crimea, Main Department of Justice in regions and Main Department of Justice in Kyiv and Sevastopol.</p> <p>The Ministry of Education, Science, Youth and Sport issues Apostille only for original of the documents.</p> <p><u>United Kingdom</u>: A copy must be signed and certified in the UK by a practicing solicitor or Notary Public. We then confirm the signature of the Notary Public or solicitor that conducts the certification. Currently, some certifications are placed directly on the copy of the document but we are in the process of reviewing our policy. We are considering that certified copies of documents be placed under cover of a notarial act or official certificate so we can then attach the Apostille directly to the certificate.</p>	<p>Australia, Austria, Bulgaria, Costa Rica, Cyprus, Czech Republic, Denmark, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Latvia, Macao, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [28]</p>
<p><u>Yes – An Apostille may be issued either for the certification or for the copied public document</u></p> <p><u>Colombia</u>: Provided there is a signature of a public official document may be subject to apostille.</p>	<p>Belgium, Bosnia and Herzegovina, Colombia, Croatia, Finland, Georgia,</p>

<p><u>Croatia</u>: Simple copy cannot be considered as a public document. Therefore, the Apostille is issued only for the notarial or other certificate stating that the relevant document is a certified copy of a public document. (According to Article 74 of the Public notary Act).</p> <p><u>Georgia</u>: If the copy of the document is certified by notary, the Apostille relates to the copied document; In case if the copy of the document is certified by the same authority that issued the original document, the Apostille might relate to the copied document as well as to the (administrative) certificate.</p> <p><u>Monaco</u>: Dans le premier cas, l'apostille visera le signataire de l'acte s'il s'agit bien d'un acte public. Dans l'autre cas, l'apostille portera sur l'autorité qui a certifié conforme l'acte.</p> <p><u>Namibia</u>: In some instances the applicant cannot submit the original document, i.e. an identity document, and a copy will be used.</p> <p><u>New Zealand</u>: Our position depends on who has certified the document. If it has been certified by the issuing authority then we can issue an Apostille for the copied document itself. If it has been notarized by a Notary Public or other non- issuing authority then we would issue an Apostille verifying the notarial/other seal and signature only.</p> <p><u>United States of America</u>: The US state of Georgia - If certification is from a government entity.</p>	<p>Monaco, Namibia, New Zealand, United States of America. [10]</p>
<p><u>No – An Apostille may be issued neither for the certification nor for the copy</u></p> <p><u>Argentina</u>: Exceptions: if the original document was previously Apostilled by us; and if the agency issuing the original document is the same as the one of the authenticated copy.</p>	<p>Argentina, Azerbaijan, Germany, Japan, Mexico. [5]</p>
<p><i>Comments:</i></p> <p><u>United States of America</u>: Application varies among U.S. states.</p>	
<h2>6.5 Translations</h2>	
<h3>a) Is the Convention applicable to a <i>simple</i> translation of a public document?</h3>	
<p><u>Yes</u></p> <p><u>Malta</u>: If the person who signs the translation is recognised as an official translator by the competent authority.</p>	<p>Israel, Malta, Swaziland, United States of America. [4]</p>
<p><u>No</u></p> <p><u>Australia</u>: Apostilles maybe issued on foreign language documents provided they have been translated and signed/stamped by the National Authority for Accredited Translators and Interpreters, or notarised by an Australian Notary Public. This does not make the foreign language document itself an Australian public document. It is the signature /stamp and seal of the Notary Public or government translation authority that the Apostille is placed on that makes a document "public".</p> <p><u>Belgium</u>: Seulement aux traductions jurées.</p> <p><u>Colombia</u>: the translation must be performed by an official translator</p> <p><u>Croatia</u>: The translation made by a court interpreter, which has been nominated as a sworn interpreter by</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Cyprus, Denmark, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Japan, Latvia, Macao,</p>

<p>President of County or Commercial court, after he passes the exam, can be certified as a public document.</p> <p><u>Cyprus</u>: Apostille is issued on the public document, before being translated.</p> <p><u>Denmark</u>: It should always be a state authorized translator.</p> <p><u>Germany</u>: Une traduction ne représente pas encore un acte public au sens de l'article 1 de la Convention. Si la signature du traducteur est authentifiée, cette authentification peut être assortie d'une apostille.</p> <p><u>Latvia</u>: Only a translation of a document certified by a notary can be certified.</p> <p><u>Macao</u>: A simple translation of a public document is considered a private document (please refer to the response to question 6.1a) and, therefore, not falling within the scope of the Convention.</p> <p><u>Mexico</u>: Only documents in Spanish.</p> <p><u>Namibia</u>: Only a sworn translation is accepted.</p> <p><u>New Zealand</u>: We require all documents to be either notarised by a Notary Public or certified by a government official. There is one government translation agency in New Zealand and only their original translations are accepted. All others must be notarised.</p> <p><u>Republic of Moldova</u>: An Apostille can be issued only to a translation made by an authorized translator and certified by a notary.</p> <p><u>Romania</u>: The translation must be legalized by a notary public. The apostille is applied only to legalized translations. It is applied only to certified translations, legalized by a notary public.</p> <p><u>Slovenia</u>: See comment to 6.5 b).</p> <p><u>Switzerland</u>: La traduction peut devenir un acte public lorsque la signature du traducteur a été légalisée p.ex. par un notaire.</p> <p><u>Ukraine</u>: The Appostille can be used only for certified translation of the public document.</p> <p><u>United States of America</u>: Some states responded that translation must be notarized as true/accurate translation and be signed and notarized in person. Washington State stated that it would apostille the original before translation.</p>	<p>Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom, United States of America.</p> <p>[38]</p>
<p>b) Is the Convention applicable to a <i>certified</i> translation?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Argentina</u>: The Apostille on the original document is also required.</p> <p><u>Belgium</u>: Si préalablement légalisée par le SPF Justice.</p> <p><u>Colombia</u>: The translation must be performed by an official translator.</p> <p><u>Croatia</u>: The translation made by a court interpreter, which has been nominated as a sworn interpreter by President of County or Commercial court, after he passes the exam, can be certified as a public document.</p> <p><u>Czech Republic</u>: As we repeatedly encountered problems with apostillisation of translations which was not allowed under our law (translation is not a public document pursuant to the Czech law), we started to issue Apostilles for translations but technically the Apostille does not refer to the translation itself - or the translator's certification - but only to the certification of a Czech regional court certifying that the translator is duly recorded in the official list of Czech sworn translators.</p> <p><u>Georgia</u>: Under the Georgian legislation the translation made by administrative authority is considered a "public document" and is subject to apostillisation.</p> <p><u>Germany</u>: Cf. 6.5 a).</p>	<p>Argentina, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Hungary, Israel, Latvia, Macao, Malta, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Slovakia, Slovenia, Swaziland, Ukraine, United Kingdom, United States of America. [31]</p>

<p><u>Macao</u>: In certain cases, translations of documents follow a regime similar to notarial certifications (Articles 182 to 184 of the Code of Notary). The certification of a translation is considered to be a public document. The translator must be a notary or lawyer from Macao, a secretary from a commercial company (only in relation to documents pertaining to such a company) or a sworn translator.</p> <p><u>Malta</u>: As 6.5a above.</p> <p><u>New Zealand</u>: We require all documents to be either notarised by a Notary Public or certified by a government official. There is one government translation agency in New Zealand and only their original translations are accepted. All others must be notarised.</p> <p><u>Poland</u>: Translator must be a member of a specific accredited body of Polish translators.</p> <p><u>Republic of Moldova</u>: See comment to 6.5 a).</p> <p><u>Slovakia</u>: Même si une traduction n'est pas considérée comme un acte public en Slovaquie, la Slovaquie a décidé d'appliquer la Convention aussi aux traductions certifiées, parce qu'elles sont produites par les traducteurs assermentés, et donc elles portent une signature et l'empreinte d'un cachet d'une personne en sa capacité formelle.</p> <p><u>Slovenia</u>: The translation made by a court interpreter which has been nominated as a sworn interpreter by the Minister of Justice, after he passed the special exam, can be certified as a public document.</p> <p><u>Ukraine</u>: According to the the law the translation must by certified by a notary. A notary may certify the precision of the translation, in case the translation is done by him/her, or to certify the person and authenticity of the signature of a translator (Article 79 of the Law of Ukraine "On Notary").</p> <p><u>United Kingdom</u>: We will only legalise a translation that has been carried out in the UK and certified and signed in the UK by a Notary Public or solicitor with a current practising certificate. In these circumstances, we will legalise the signature (and/or seal) of the NP or solicitor that signed the translation.</p> <p><u>United States of America</u>: States that replied yes stated that translation had to be certified or notarized as a true translation.</p>	
<p><i>Only if the document to which the certified translation relates is a public document</i></p>	<p>Colombia, Costa Rica, Czech Republic, Denmark, Georgia, Hungary, Latvia, Monaco, Namibia, Peru, Republic of Moldova, Swaziland. [12]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Australia</u>: See above.</p> <p><u>Austria</u>: Historical interpretation of Art 1 of the Apostille Convention - annotation regarding government bill 458 of the Annexes of the stenographic protocols of the national assembly XI GP 24th April 1967 concerning the Apostille Convention: all translations are excluded.</p> <p><u>Cyprus</u>: Please see comment to 6.5.(a) above.</p> <p><u>Mexico</u>: Only in spanish because is our official language.</p> <p><u>Switzerland</u>: Le traducteur assermenté n'est pas connu dans tous les cantons. La traduction peut devenir un acte public lorsque la signature du traducteur a été légalisée p.ex. par un notaire.</p> <p><u>United States of America</u>: Montana - does not employ certified translators.</p>	<p>Australia, Austria, Azerbaijan, Cyprus, Hong Kong, Japan, Mexico, Romania, Spain, Switzerland, United States of America. [11]</p>

<p style="text-align: center;"><i>Comments:</i></p> <p><u>United States of America</u>: Responses vary between U.S. states.</p>	
6.6 Electronic documents and signatures	
a) Can public documents executed in electronic form be considered “public documents”?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Czech Republic</u>: Law No 227/2000 Coll., on electronic signature, states that electronic documents of public authorities signed by a qualified or secure electronic signature (based on a qualified certificate issued by an accredited certification-service-provider) have the same legal effects as public documents issued by these authorities.</p> <p><u>Greece (MoI)</u>: Only if they have been ratified by the competent authority that issued it.</p> <p><u>Hong Kong</u>: If the e-document bears the signature of an appointed public officer and the e-document has the same legal effect of the paper document.</p> <p><u>Macao</u>: Provided that the requirements of the Law on the Framework Applicable to Electronic Documents and Digital Signatures (Law No. 5/2005, of 8 August) are fulfilled, public documents executed in electronic form can be considered "public documents" for the purposes of the issuance of an Apostille.</p> <p><u>Namibia</u>: As long as we are satisfied with the authenticity of the document.</p> <p><u>New Zealand</u>: The Companies Office of the Ministry of Economic Development issues certain documents only in electronic form - Company Extracts and Certificates of Incorporation. The Intellectual Property Office of NZ also issues electronic certificates.</p> <p><u>Spain</u>: On the basis of Law 59/2003, of 19th December of electronic signature and of Law 11/2007, of 22nd June, on Electronic Access of Citizens to Public Services.</p> <p><u>Switzerland</u>: Quelques rares cantons ont répondu qu'ils accepteraient de tels actes publics. Les actes authentiques dressés conformément à l'Ordonnance du 23 septembre 2011 sur l'acte authentique électronique (OAAE, RS 943.033) sont équivalents à ceux dressés sur un support papier. Un acte public établi sous forme électronique pourrait être considéré comme "acte public" aux fins de l'émission d'un Apostille, puisqu'en vertu de l'art. 14 al. 2bis du Code des Obligations (RS 220), la signature électronique qualifiée, basée sur un certificat qualifié émanant d'un fournisseur de services de certification reconnu au sens de la loi du 19 décembre 2003 sur la signature électronique (Loi sur la signature électronique, SCSE, RS 943.03) est assimilée à la signature manuscrite.</p> <p><u>United Kingdom</u>: However, we currently do not have the ability to issue an e-apostille so would not accept a public document executed in electronic form at the present time.</p>	<p>Australia, Austria, Colombia, Costa Rica, Czech Republic, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Israel, Macao, Namibia, New Zealand, Peru, Romania, Spain, Switzerland, United Kingdom, United States of America. [20]</p>

<p><u>United States of America</u>: States indicated that public documents can be executed electronically but that a paper Apostille would be affixed to a paper copy.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Belgium</u>: Une signature manuscrite est indispensable. <u>Greece (MoJ)</u>: Public documents are not executed in electronic form by the court of first instance. <u>Malta</u>: The department/institution which issue these documents must get them signed by an approved official in the same dept/inst. <u>Mexico</u>: We don't accept the document. <u>Portugal</u>: On apostille seulement une copie imprimée après qu'elle soit certifiée. <u>Romania</u>: There are public documents executed in electronic form. <u>Swaziland</u>: Not yet in force in the country. <u>Switzerland</u>: La plupart des cantons ont répondu que, malgré les bases légales mentionnées ci-haut, ils n'accepteraient pas d'acte public sous forme électronique. L'Ordonnance sur l'organisation de la Chancellerie fédérale (RS 172.10.10) exige expressément une signature originale, ce qui exclut prima facie des titres électroniques. <u>Ukraine</u>: The legislation foresees the possibility of issuing of an Apostille only for the documents executed on paper.</p>	<p>Belgium, Bosnia and Herzegovina, Germany, Greece (MoJ), Hungary, Japan, Latvia, Malta, Mexico, Monaco, Poland, Portugal, Romania, Slovenia, Swaziland, Switzerland, Ukraine. [17]</p>
<p style="text-align: center;"><u>Public documents are never executed in electronic form</u></p> <p><u>Cyprus</u>: This procedure is currently under review.</p>	<p>Argentina, Azerbaijan, Bulgaria, Croatia, Cyprus, Denmark, Germany, Republic of Moldova, Romania, Slovakia. [10]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Germany</u>: La pratique varie dans les différents Länder fédéraux.</p>	
<p>b) If a public document is executed in electronic form, how is it apostilled?</p>	
<p style="text-align: center;"><u>An e-Apostille is issued</u></p>	<p>Colombia, New Zealand, Spain. [3]</p>
<p style="text-align: center;"><u>A paper Apostille is attached to the printout of the electronic public document</u></p> <p><u>Australia</u>: If required we seek a notary public to verify a hard copy version of the document. <u>Czech Republic</u>: A paper Apostille cannot be attached to a simple printout of the electronic public document but it would be possible to issue an Apostille for a so-called converted document established by a notary. We have a process of a so-called authorized conversion of documents which is precisely regulated by the respective legislation (Law No 300/2008 Coll. on electronic acts and authorised conversion of documents). It enables full transformation of an electronic public document into a document in paper form (or vice-versa of a document in paper form into an electronic document). It also enables verification of the conformity of those documents and affixing of a verification clause. The verification clause contains significant information</p>	<p>Australia, Czech Republic, Georgia, Germany, Greece (MoI), Hong Kong, Israel, Macao, Namibia, New Zealand, Portugal, Romania, Spain, Switzerland, United States of America. [15]</p>

<p>relating to the document itself (number of pages, information whether the original document contained some special security elements as e.g. a seal or a watermark), information relating to eSignature and possible time stamp contained in a digital version of the document and also about the authority which accomplished the conversion. A converted document has the same legal effects as a certified copy of the document. The Apostille would refer to the signature and seal of the authority which accomplished the conversion and attached the verification clause, not to the underlying document. But we do not have much practical experience yet.</p> <p>The Czech Republic also envisages the issuance of e-Apostilles but first, we would like to implement the e-Register and on this basis to start preparatory work on e-Apostilles.</p> <p><u>Georgia</u>: Digital signature services are currently under development and will be available in the nearest future.</p> <p><u>Greece (MoI)</u>: Ratification by the competent authority that issued it should proceed.</p> <p><u>Hong Kong</u>: Further study is required on the possibility of issuance of e-Apostilles.</p> <p><u>Namibia</u>: We will have to come up with domestic legislation with regulations on how to implement this. We would like to issue e-Apostilles, but do not have the necessary mechanism in place yet.</p> <p><u>New Zealand</u>: Both are options, depending on what the customer requests. We do consider it is preferable to issue an e-Apostille for an electronically issued document.</p> <p><u>Switzerland</u>: Ce cas ne s'est jamais présenté, mais deux cantons ont répondu qu'ils imprimeraient l'acte.</p> <p><u>United States of America</u>: States that responded have not instituted e-Apostille yet.</p>	
<p style="text-align: center;"><u>Other</u></p> <p><u>Costa Rica</u>: In Costa Rica it has not been implemented yet.</p> <p><u>Finland</u>: If some authority gives a printout the Competent Authority asks the customer to provide that authority's signature to the document.</p> <p><u>Latvia</u>: The Consular Department requests that the printout of electronic document is certified by notary.</p> <p><u>Mexico</u>: We don't accept the document.</p> <p><u>Peru</u>: We have not had any cases yet.</p>	<p>Costa Rica, Finland, Latvia, Mexico, Peru. [5]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Bosnia and Herzegovina</u>: In B&H there is no law that regulates e-public documents.</p> <p><u>Swaziland</u>: Not permissible.</p> <p><u>Switzerland</u>: Aucun cas ne s'est présenté.</p> <p>A notre connaissance, aucune autorité centrale cantonale n'émet d'Apostilles pour des actes publics établis sous forme électronique; une apostille serait refusée dans la quasi-totalité des cantons.</p> <p><u>United Kingdom</u>: See above, we do not currently accept public documents executed in electronic form.</p>	
<p>c) Can scanned copies of public documents that were executed in paper form be considered "public documents"?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Colombia</u>: Provided there is a signature of a public official document may be subject to apostille.</p> <p><u>Namibia</u>: As long as the origin of the document can be ascertained.</p> <p><u>Switzerland</u>: Un seul canton a répondu qu'il accepterait une copie numérisée s'il y a une légalisation</p>	<p>Colombia, Finland, Namibia, Portugal, Romania, Spain, Switzerland, United States of America. [8]</p>

<p>électronique. <u>United States of America</u>: Delaware - Title 8, Chapter 1, subsection 103 and other corresponding codes.</p>	
<p style="text-align: center;"><u>No</u></p> <p><u>Belgium</u>: Une signature manuscrite est indispensable. <u>Cyprus</u>: Only true copies of public documents bearing an original signature can be certified by apostille. <u>Greece (MoJ)</u>: Only certified copies. <u>Hong Kong</u>: Apostilles are not issued for simple scanned copies of documents. <u>Latvia</u>: Original signature of a signing official is required. <u>Mexico</u>: We need the original document. <u>Monaco</u>: Des originaux sont demandés. <u>New Zealand</u>: We do not accept simple photocopies or scans of documents as they are not original documents. There is no original signature or seal to verify and there is a high risk that such documents could be fraudulent. <u>Republic of Moldova</u>: See comment to 6.4 a). <u>Romania</u>: Only if they are legalized according to the original having the same value as the original. <u>Slovakia</u>: Oui, mais pour le moment seulement dans un sens unilatéral (communication des personnes avec les autorités). Les autorités publiques ne délivrent pas de documents avec les signatures électroniques, alors des actes publics ne sont pas signés électroniquement. L'utilisation de la signature électronique est basée sur la loi 215/2002. <u>Switzerland</u>: Condition pour qu'une copie numérisée d'actes publics pourrait être considérée comme un "acte public" aux fins de l'émission d'une Apostille serait une signature électronique qualifiée, basée sur un certificat qualifié émanant d'un fournisseur de services de certification reconnu au sens de la loi du 19 décembre 2003 sur la signature électronique (Loi sur la signature électronique, SCSE, RS 943.03). <u>Ukraine</u>: The Apostille could not be issued for the scanned copies of public documents. The Apostille could be issued only for the certified copies of the public documents. <u>United Kingdom</u>: We only accept original public documents with original signatures as scanned signatures can be easily copied/reproduced. <u>United States of America</u>: Some states stated that signatures on copies must be original.</p>	<p>Argentina, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Cyprus, Denmark, Germany, Greece (MoJ), Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Mexico, Monaco, New Zealand, Peru, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [29]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Australia</u>: To our knowledge, this is not undertaken in practice. Australia would be interested in the HCCH's views on whether the e-app may be extended to apply e-apps to scanned copies of documents. <u>Greece (MoI)</u>: Unknown. <u>Romania</u>: The apostille is not applied on simple copies. Scanned copies of public documents. executed in paper form are also simple copies susceptible to be forged. The apostille is applied only on the copies legalized by the notary public, which bear the notary seal/stamp and signature, in original. <u>Switzerland</u>: A notre connaissance, aucune autorité centrale cantonale n'émet d'Apostilles pour des copies numérisées d'actes publics. La quasi-totalité des cantons a répondu qu'ils n'émettraient pas d'apostille. <u>United States of America</u>: Responses from U.S. states vary.</p>	

d) Are electronic signatures recognised as functionally equivalent of handwritten signatures?

<p style="text-align: center;"><u>Yes</u></p> <p><u>Argentina</u>: Law 25506. <u>Colombia</u>: http://www.secretariassenado.gov.co/senado/basedoc/ley/1999/ley_0527_1999.html. <u>Czech Republic</u>: But the signature needs to meet certain requirements (see response to question 6.6 a)). <u>Georgia</u>: Law of Georgia on electronic signature and electronic document. <u>Germany</u>: Dans certains Länder fédéraux il y a des bases juridiques en vertu de leurs lois relatives aux procédures administratives (Verwaltungsverfahrensgesetz). <u>Israel</u>: Electronic Signature Law – 2001. <u>Hong Kong</u>: If under the legislation, the e-signature is treated as a valid signature. <u>Hungary</u>: Act XXXV of 2001 on electronic signatures. <u>Macao</u>: According to article 5, no. 1 of the Law on the Framework Applicable to Electronic Documents and Digital Signatures (Law No. 5/2005, of 8 August), the apposition of a qualified electronic signature is functionally equivalent to a handwritten signature. <u>Mexico</u>: We have a new legislation since March 9th 2012 on electronic procedures. <u>Namibia</u>: As long as the signature can be verified by the office which issued the document. <u>New Zealand</u>: Generally, a signature cannot be denied legal effect solely because it is in electronic form. [Sections 5 and 8 of the Electronic Transactions Act 2002.] If there is a legal requirement for a signature, that legal requirement is met by means of an electronic signature if certain criteria are met. There are legal presumptions as to the reliability of an electronic signature. [Sections 22-24 of the Electronic Transactions Act 2002.] <u>Peru</u>: There are legally recognized but does not apply yet. <u>Poland</u>: Law on electronic signature of 2001. <u>Romania</u>: Law no. 45/2011 on electronic signature. <u>Slovakia</u>: Oui, mais pour le moment seulement dans un sens unilatéral (communication des personnes avec les autorités). Les autorités publiques ne délivrent pas de documents avec les signatures électroniques, alors des actes publics ne sont pas signés électroniquement. L'utilisation de la signature électronique est basée sur la loi 215/2002. <u>Spain</u>: On the basis of Law 59/2003, of 19th December of electronic signature and of Law 11/2007, of 22nd June, on Electronic Access of Citizens to Public Services. <u>Switzerland</u>: En vertu de l'art. 14 al. 2bis du Code des Obligations (RS 220), la signature électronique qualifiée, basée sur un certificat qualifié émanant d'un fournisseur de services de certification reconnu au sens de la loi du 19 décembre 2003 sur la signature électronique (Loi sur la signature électronique, SCSE, RS 943.03) est assimilée à la signature manuscrite. <u>Ukraine</u>: According to the Law of Ukraine "On Electronic digital signature" the electronic signature for the electronic documents is recognized in Ukraine. <u>United Kingdom</u>: We will accept secure electronic signatures in the future eg for the issue of an e-apostille.</p>	<p style="text-align: center;">Argentina, Belgium, Colombia, Costa Rica, Czech Republic, Finland, Georgia, Germany, Hong Kong, Hungary, Israel, Macao, Mexico, Namibia, New Zealand, Peru, Poland, Portugal, Romania, Slovakia, Spain, Switzerland, Ukraine, United Kingdom, United States of America. [25]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Germany</u>: L'original des signatures et des sceaux est requis.</p>	<p style="text-align: center;">Bosnia and Herzegovina, Bulgaria, Cyprus, Denmark,</p>

<p><u>Japan</u>: Note: Electronic signatures are not recognised as functionally equivalent of handwritten signatures for the purposes of the issuance of an Apostille.</p> <p><u>Monaco</u>: La législation interne a été modifiée mais les textes d'application permettant une application opérationnelle n'ont pas encore tous été édictés.</p>	<p>Germany, Japan, Latvia, Malta, Monaco, Republic of Moldova, Slovenia, Swaziland, United Kingdom. [13]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Australia</u>: DFAT will either seek counter signature by issuing authority or notary public signature in these incidences.</p> <p><u>Monaco</u>: La loi n° 1.383 du 2 août 2011 sur l'économie numérique a été adoptée et l'ordonnance n° 3.413 du 29 août 2011 portant diverses mesures relatives à la relation entre l'Administration et l'administré contient également des dispositions pertinentes mais des arrêtés ministériels doivent être pris en application des ces textes pour permettre leur application effective.</p> <p><u>Switzerland</u>: Les textes de lois peuvent être consultés sur le site. http://www.admin.ch/ch/f/rs/rs.html en indiquant le numéro du registre systématique (RS).</p> <p><u>United Kingdom</u>: We will accept secure electronic signatures in the future eg for the issue of an e-apostille.</p>	
Section 7 – Access to Apostille services	
7.1 One-step vs. multi-step process	
a) Are there any certifications needed before the issuance of an Apostille?	
<p style="text-align: center;">Certification is not required for any public document</p>	<p>Australia, Austria, Azerbaijan, Colombia, Croatia, Denmark, Finland, Georgia, Germany, Hong Kong, Macao, Malta, Monaco, Namibia, New Zealand, Portugal, Slovakia, Slovenia, Swaziland. [19]</p>
<p style="text-align: center;">Certification is required for some categories of public documents</p>	<p>Belgium, Czech Republic, Germany, Greece (MoI), Hungary, Japan, Latvia, Peru, Poland, Republic of Moldova, Romania, Spain, Switzerland, Ukraine, United Kingdom, United States of America.</p>

				[16]
Certification is required for all categories of public documents				Argentina, Bulgaria, Costa Rica, Cyprus, Germany, Greece (MoJ), Israel, Mexico, Switzerland. [9]
Only for States that require certification				
b) What certification process is involved?				
<i>Category of public document</i>	<i>Number of certifications</i>	<i>Certifying authority</i>	<i>Type of certification</i>	State
Traduction jurée	1	SPF Justice		Belgium. [1]
Document judiciaire	1	SPF Justice		
Extrait du moniteur belge	1	Moniteur belge		
Court documents, including judgments	2	Court	Signature and seal	Bulgaria. [1]
Notarial authentications	2	Notary	Signature and seal	
Certificate of marital status	2	Civil registry	Civil status	Costa Rica. [1]
Notarial documents	3	National Department of Notaries	Financial statements of companies	
Criminal records	2	Judiciary Branch	Criminal records	
Judgment	3	Judiciary Branch	Divorce	
Academic transcripts	5	Ministry of Education	Academic transcripts	
Documents issued by various Governmental Departments	1	Respective Ministries	Certified copy of the original	Cyprus. [1]
Documents emanating from legal persons of public law	1	Court Registrar	Authenticity of the signature and capacity of the person	
Registry office documents	1	Superior authority of the office which issued the document	Authorized official verifies the authenticity of the document and annexes seal, stamp and signature	Czech Republic. [1]
Tax documents	1	General Directorate of Finance	Authorized official verifies the authenticity of the document and annexes seal, stamp and signature	
Criminal records	0	-	Apostille is issued directly into the document	

School documents	1	Ministry of Education	Authorized official verifies the authenticity of the document and annexes seal, stamp and signature	
Medical documents	1	Ministry of Health	Authorized official verifies the authenticity of the document and annexes seal, stamp and signature	
Documents et actes des services administratifs de l'arrondissement (Kreis)	1	Service administratif compétent de l'arrondissement (Kreis)	Certification préalable	Germany. [1]
Diplômes des universités et écoles supérieures	1	Université ou école supérieure d'émission	Certification préalable	
Bulletins scolaires	1	Administration scolaire compétente	Certification préalable	
Certificats médicaux	1	Conseil de l'Ordre des médecins ou Service d'hygiène et de la santé publique	Certification préalable	
Brevets de maîtrise et certificats de fin d'apprentissage	1	Chambre d'industrie et de commerce (IHK)	Certification préalable	
Avis d'imposition	1	Trésors publics	Certification préalable	
Documents issued by local branches of IKA (Institution of Social Security)	1	Ministry of Employment and Social Protection		Greece (MoI). [1]
Documents issued by public hospitals, private hospitals and private doctors.	1	Ministry of Health and Social Solidarity for public hospitals and the Medical Association of Athens for private doctors and private hospitals.		
Documents issued by Hellenic Police or needing ratification by the Hellenic Police.	2	The competent Police Station and more specifically the respective Police Headquarters.		
Documents of University Faculties.	1	The central secretariat or the Directorate of Education and Research.		
Documents emanating from a public prosecutor, a clerk of the court and other documents of judicial nature	1	The competent secretary of the court	Only the authenticity of the signature and the capacity of the person who signs the certified copy of a document	Greece (MoJ). [1]
Court documents	1	President or Deputy President of the court concerned	Signature of the signing judge and the used stamp are certified	Hungary. [1]
Diplomas, other educational certificates	1	Office of Education	Signature and stamp of the issuing institution	

Police protocols	1	Ministry of the Interior	Signature and stamp of the issuing authority	
Health certificates	1	Office of Health Authorization and Administrative Procedures	Signature and stamp of the issuing institution /physician	
Authenticated copy of the registry	1	Legal Affairs Bureau	Certification with the seal of the registrar (The seal affixed on the documents must be certified by the Director-General of the Legal Affairs Bureau to which the registrar public belongs)	Japan. [1]
Notarized deed	1	Legal Affairs Bureau	Certification with the seal of the notary public (The seal affixed on the documents must be certified by the Director-General of the Legal Affairs Bureau to which the notary public belongs)	
Health certificates			Health Certificates must be certified by the Ministry of Health of Latvia	Latvia. [1]
Judicial	1	Consejo de la Judicatura	Files	Mexico. [1]
Public corridors	1	Secretaría de Economía	Business papers	
Education	1	Secretaría de educación Pública	All educations papers	
Civil status documents	1	National register of identification and civil state - reniec-	Signature	Peru. [1]
Court documents	1	Superior court	Signature	
Notarial documents o certifications	1	Notarial college	Signature	
Studies certificates	1	Minister of educations	Signature	
University diplomas	1	Competent Ministry	Seal, signature	Poland. [1]
Notarial and court documents	1	President of the competent regional court	Seal, signature	
Commercial documents	1	Polish Chamber of Commerce and regional chambers	Seal, signature	
The new Matura (Certificate for Overall Maturity for Higher Education)	1	Ministry of National Education	Seal, signature	
School certificates	1	competent local board of education	Seal, signature	
Medical certificates	1	Clinical Hospital of the Ministry of Health	Certification of the document	Republic of Moldova. [1]

Documents attesting medical qualification and work experience in medicine	1	Ministry of Health of Republic of Moldova	Certification of issuer's signature and confirmation of the document	
Medical certificates	1	Specialized Medical Center for Emigrants and Immigrants	Certification of issuer's signature and confirmation of the document	
Judgments	1	Issuing court	Judgment legalization/certification	Romania. [1]
Study documents issued by preuniversity education units	1	School inspectorates	Endorsement - certifying the authenticity of the study document and confirming the observance of the legislation in force	
Study documents issued by high education units	1	National Centre for Diploma Recognition and Validation	Endorsement - certifying the authenticity of the study document and confirming the observance of the legislation in force	
Documents attesting the professional qualification	1	Structures of the Ministry of Labour. Family and Social Protection	Verification of the issuer's signature and endorsement of the document	
Medical or sanitary certificates	1	Structures of the Ministry of Health	Verification of the issuer's signature and endorsement of the document	
Documents issued by non-central organs of State Administration	One	The Competent Ministry (central organ of the state general administration)	Signature authentication	Spain. [1]
Dans certains cantons: Actes qui ne sont pas signés par un notaire cantonal ou par un fonctionnaire cantonal ou communal du canton en question (p.ex.: procurations, copies, traductions, attestations médicales, attestations de vétérinaires, statuts, diplômes scolaires ou professionnels délivrés par des établissements privés).	1	Les actes doivent être certifiés (selon le canton) par ex. par un notaire, un avocat, la commune, l'autorité de surveillance. Les diplômes scolaires ou professionnels délivrés par des établissements privés doivent être certifiés par ex. par un notaire, un avocat, la commune, le Département cantonal responsable de la formation et de l'éducation.	Vérification de la signature, du sceau et / ou du timbre figurant sur l'acte public	Switzerland. [1]

Dans un canton: tous les actes publics	1	Les actes doivent être certifiés par ex. par un notaire, un avocat, la commune, l'autorité de surveillance. Les diplômes scolaires ou professionnels délivrés par des établissements privés doivent être certifiés par ex. par un notaire, un avocat, la commune, le Département cantonal responsable de la formation et de l'éducation.	Vérification de la signature, du sceau et / ou du timbre figurant sur l'acte public	
Dans quelques cantons pour certains actes signés par un fonctionnaire cantonal ou communal: p.ex. certificats de domicile, autres attestations communales, extraits de registre d'état civil, extraits de registre commercial.	1	Les actes doivent être certifiés (selon le canton) par ex. par un notaire, un avocat, la commune, l'autorité de surveillance. Les diplômes scolaires ou professionnels délivrés par des établissements privés doivent être certifiés par ex. par un notaire, un avocat, la commune, le Département cantonal responsable de la formation et de l'éducation.	Vérification de la signature, du sceau et / ou du timbre figurant sur l'acte public	
Diplômes scolaires ou professionnels délivrés par des établissements privés	1	La certification est par ex. faite par un notaire, un avocat, la commune, le Département cantonal responsable de la formation et de l'éducation. Une Apostille est ensuite émise pour ce certificat.	Vérification de la signature, du sceau et / ou du timbre figurant sur l'acte	
Medical certificate	1	Regional Departments of health protection	The signature and stamp of the relevant regional hospital is to be certified by the seal and signature	Ukraine. [1]

Documents on registration of the acts on civil status	1	The regional department of Justice of the Ministry of Justice of Ukraine: the Main Departments of Justice in oblasts, in the cities of Kyiv and Sevastopol and the Main Department of Justice of the Ministry of Justice of Ukraine in the Autonomous Republic of Crimea	Affixing the certification label, which confirms the authenticity of the signature of the person, who issued the document	
Photocopies of all public documents	1	A practising UK notary public or solicitor	Certified copy of the original - Official Certificate or notarial act	United Kingdom. [1]
Original Public documents containing a scanned or electronic signature eg Police or disclosure documents	1	A practising UK notary public or solicitor	Official Certificate or notarial act	
Vital record (California, Delaware, Oregon)	1 (California, Delaware) - (Oregon)	County clerk or county recorder (California), State Registrar of vital records (Delaware), State Registrar (Oregon)	County clerk or county recorder certifies to the county health officer (California), Signature, and by the Secretary of State (Delaware), Issued as a certified record, no additional steps(Oregon)	United States of America (Some states only). [1]
County documents signed by county official other than the county clerk or county recorder (California)	1	County clerk or county recorder	County clerk or county recorder certifies to the county health officer	
City documents signed by city officials (California)	1	County clerk or county recorder	County clerk or county recorder certifies to the city official	
Diplomas & College Transcripts (Delaware)	2	College/University, and Board of Education of the state of Delaware	Signature, and by the Secretary of State	
County public and court records (Oregon)	-	County clerk or trial court administrator	Issued as a certified record, no additional steps	
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Argentina:</u> We cannot specify the number of certifications required before the issuance of an Apostille. Generally the chain of authentication has more than one signature. This varies according to each case.</p> <p><u>Greece (MoI):</u> The competent authorities of the regions of the country put the Apostille on all those categories of documents. The reasons for adopting a multiple steps process: 1) This policy was adopted due to the large number of local branches and to the difficulty in gathering the necessary specimen signature for the Apostille. 2) Likewise, the inability to gather specimen signature by the secretariats of public hospitals. In the case of</p>				

<p>private doctors and private hospitals, ratification is necessary in order that the document is given a public character by the competent authority and the Apostille can be put on it.</p> <p>3) The Hellenic Police has issued a relative circular according to which any police document about to be used abroad has to bear specific ratifications and signatures only by certain officials.</p> <p>4) University Faculties and the authority responsible for the Apostille are facilitated by sending and gathering some specimen signatures of officials designated to ratify relative documents of the regions of our country.</p>	
<p><i>Only for States that require certification</i></p> <p>c) Why is certification required?</p>	
<p><u>Single Competent Authority but the signatures, seals and stamps of local officials and authorities are subject to a certification by a regional authority, whose certificate is in turn subject to an Apostille</u></p> <p><u>Costa Rica</u>: Apostilles are issued only for signatures authenticating regional authorities.</p> <p><u>Peru</u>: Exists diversification of documents.</p>	<p>Argentina, Costa Rica, Cyprus, Japan, Mexico, Peru, Poland. [7]</p>
<p><u>Several Competent Authorities but the signatures, seals and stamps of local officials and authorities are nonetheless subject to a certification by a regional authority, whose certificate is in turn subject to an Apostille</u></p> <p><u>Romania</u>: Court documents must be certified in order to ensure the identity with the original of the document kept by the judicial authority.</p> <p><u>Switzerland</u>: Dans certains cantons, aucune apostille peut être délivrée pour l'acte sous-jacent. D'autres cantons, il est possible d'apostiller l'acte sous-jacent s'il s'agit d'un document cantonal du canton concerné, si le titre original a été émis par un fonctionnaire cantonal dont la signature est déposée ou connue, ou si cela est expressément exigé.</p> <p><u>Ukraine</u>: For the documents of registration of the acts of civil status is requested the preliminary certification by the Main Department of Justice of Ukraine in the Autonomous Republic of Crimea or Main Departments of Justice in regions or Main Departments of Justice in the city of Kyiv and in the city of Sevastopol. These organs check the authenticity, engrossment and verify documents, issued by departments of registration of acts of civil status; regional hospitals (stamp and signature), the Ministry of Health of Ukraine (stamp and signature).</p> <p>This certification is a subject of issuing Apostille. After the regional authorities affixes the certification label the Apostille is issued on the original document. The purpose of this act is to avoid submission of false documents and fraud.</p>	<p>Bulgaria, Czech Republic, Germany, Greece (MoI), Romania, Spain, Switzerland, Ukraine. [8]</p>
<p><u>Special, multi-step procedure for the authentication of diplomas and other education documents that are issued in your State and need to be produced abroad</u></p> <p><u>Romania</u>: The education unit which issued the study documents issues an authenticity certificate of the</p>	<p>Germany, Romania, Spain, Switzerland, United Kingdom. [5]</p>

<p>study document. Then, the School Inspectorate or CNRED, based on the authenticity certificate, confirms the authenticity of the study document and, after the verifications, confirms that the study documents have been issued and completed according to the legislation in force. The verification of the issuer's signature and the endorsement of the document/the solicitor submit the document to the implied institution, for verification, before requesting the apostille.</p> <p><u>Switzerland</u>: Il ne s'agit pas d'une procédure spéciale au sens stricte, mais de la procédure connue aussi pour d'autres actes publics. En général, il s'agit d'une seule autorité intermédiaires impliquée qui procède à la vérification de la signature et / ou du timbre figurant sur les diplômes scolaires ou professionnels délivrés par des établissements privés. La certification/légalisation est par ex. faite par un notaire, un avocat, la commune, le Département cantonal responsable de la formation et de l'éducation. Une Apostille est ensuite émise pour ce certificat/cette légalisation.</p> <p><u>United Kingdom</u>: In the UK, Diplomas and other education documents are deemed private not public documents. The UK therefore requires that all educational documents are signed and certified by a UK notary public or solicitor before it is presented for legalisation. The Legalisation Office will then confirm the signature of the Notary Public or solicitor that certified the document. All degree certificates submitted for legalisation must be awarded by an institution recognised by the Department for Business, Innovation and Skills (BIS) (http://www.dcsf.gov.uk/recognisedukdegrees/). All other UK educational certificates must be accredited by one of the other regulatory bodies listed on our website www.fco.gov.uk/legalisation.</p>	
<p style="text-align: center;"><u>Other</u></p> <p><u>Belgium</u>: Différentes compétences au niveau fédéral.</p> <p><u>Republic of Moldova</u>: Republic of Moldova has designated an authority to certify medical certificates, which certification is a subject to an Apostille by the Competent Authority. The Apostille is issued for the final certification.</p> <p>Documents attesting medical qualification and work experience in medicine are certificated by the Ministry of Health of Republic of Moldova, which are a subject to an Apostille by the Competent Authority. The Apostille is issued for the final certification.</p> <p><u>Latvia</u>: Generally one-step process is applied. In cases the Consular Department does not have at its disposal sample of a signature of the signing official or a sample of seal/stamp, such documents as registry documents, diplomas, documents on primary and secondary education, court judgements must be certified by the authority, who has issued the document (Registry Department of the Ministry of Justice, Department of Court of the Ministry of Justice, Ministry of Education and Science, State Social Insurance Agency, municipalities etc.) Mostly it applies for the documents issued in former USSR. Health Certificates at all times have to be certified by the Ministry of Health.</p> <p><u>Romania</u>: This procedure also applies in the case of some documents mentioned in the answer at question 7.1 b).</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	<p>Belgium, Hungary, Republic of Moldova, Latvia, Romania, United States of America. [6]</p>
<p>Only for States that require certification</p> <p>d) Is your State planning to make changes to the certification process?</p>	

<p style="text-align: center;"><u>Yes</u></p> <p><u>Costa Rica</u>: Through the Regulatory Reform Department, Ministry of Economy of Costa Rica, is studying the processes to change them where possible to avoid delays when issuing an apostille.</p> <p><u>Czech Republic</u>: It is envisaged to increase the number of Competent Authorities (e.g. regional authorities, other ministries - such as the ministry of education - shall be involved).</p> <p><u>Mexico</u>: The local government apostille local papers and the federal documents by the central authority.</p> <p><u>Romania</u>: The Ministry of Administration and Internal Affairs intends to improve the means for the documents' verification so that the procedure applies once for all the documents.</p> <p><u>United Kingdom</u>: The UK is currently reviewing its requirements in relation to private documents and certified copies of public documents etc and is considering that they are presented under cover of a notarial act (Article 1c) or official certificate (Article 1d).</p>	<p>Costa Rica, Czech Republic, Israel, Mexico, Romania, United Kingdom. [6]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Argentina</u>: Because in order to avoid the requirement of certification we should have higher technology and infrastructure.</p> <p><u>Germany</u>: Changer la pratique actuellement applicable présupposerait que l'autorité compétente pour la délivrance de l'apostille dispose, par exemple, des spécimen de signature et de sceau d'actualité de l'ensemble des doyens d'université, présidents des commissions d'examen et directeurs d'établissements scolaires. Vu le grand nombre de personnes disposant de la signature et leurs fréquents changements l'actualisation permanente de ce registre donnerait lieu à des charges administratives disproportionnées.</p> <p><u>Latvia</u>: Latvia already applies a one-step process (see Section 7.1.c).</p> <p><u>Peru</u>: Under the policy of simplification, many institutions have eliminated previous certifications.</p> <p><u>Romania</u>: Certification for conformity to the original of a court document is made only once.</p> <p><u>Spain</u>: Advances are being made in this way and the appropriate measures are being taken to issue the apostille in one-step process.</p> <p><u>Switzerland</u>: Majorité des cantons concernés: L'autorité de certification régionale dispose du pouvoir, de la compétence ainsi que des moyens nécessaires à la vérification de la signature, du sceau et / ou du timbre figurant sur l'acte public. Un changement du régime impliquerait une révision de la base légale cantonale ainsi que de l'organisation.</p> <p><u>Ukraine</u>: The existing practice of issuing the Apostille for previously certified documents has some advantages, including the easy access of the applicant to the competent body, the speed of issuing the Apostille and also the possibility of granting the higher level of security (see answer on Question 7 (1c)).</p>	<p>Argentina, Belgium, Bulgaria, Cyprus, Germany, Hungary, Japan, Latvia, Peru, Poland, Republic of Moldova, Romania, Spain, Switzerland, Ukraine. [15]</p>
<p style="text-align: center;">7.2 Apostille requests</p>	
<p>a) Can an Apostille be issued for a document at the request of a person other than: the person who signed the document or the person who intends to use the document abroad?</p>	
<p><u>Yes – But authorisation by the person who intends to use the Apostille required (or the person who signed the document)</u></p> <p><u>Azerbaijan</u>: We request power of attorney.</p>	<p>Azerbaijan, Bosnia and Herzegovina, Bulgaria, Greece (MoI), Greece (MoJ),</p>

<p><u>Greece (MoJ)</u>: A procuration is necessary.</p> <p><u>Namibia</u>: Sometimes Namibian citizens abroad needs Apostilles but they cannot attend to it themselves, in such cases we will request written authorisation to issue the Apostille.</p> <p><u>Republic of Moldova</u>: An applicant can be an authorised person, a spouse and a relative up to fourth degree.</p> <p><u>Romania</u>: Exception makes the relatives until II degree inclusively of the document holder, who does not need to submit power of attorney, but to prove the kinship degree to the holder.</p>	<p>Japan, Monaco, Namibia, Portugal, Republic of Moldova, Romania. [11]</p>
<p><u>Yes – no authorisation required (any bearer of the document may request an Apostille)</u></p>	<p>Argentina, Australia, Austria, Belgium, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Hong Kong, Hungary, Israel, Latvia, Macao, Malta, Mexico, New Zealand, Peru, Poland, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [32]</p>
<p><u>No</u></p> <p><u>Switzerland</u>: Certains cantons ont répondu que cela n'est pas possible ou que cela est seulement possible si le document a été émis par un fonctionnaire cantonal ou communal.</p>	<p>Switzerland. [1]</p>
<p>b) Ways of requesting an Apostille.</p>	
<p><u>In person</u></p> <p><u>Monaco</u>: Il ne peut être fait autrement, sauf dans ces cas tout à fait exceptionnels, car la personne doit signer le registre qui est en l'état un registre papier.</p> <p><u>Ukraine</u>: The Ministry of Foreign Affairs accepts the documents only in person.</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland,</p>

	Switzerland, Ukraine, United Kingdom, United States of America. [42]
<u>By post</u>	Argentina, Australia, Austria, Azerbaijan, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Finland, Germany, Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Namibia, New Zealand, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom, United States of America. [32]
<u>By e-mail</u>	Colombia, Finland, New Zealand. [3]
<u>Other:</u> <u>Austria:</u> By messenger. <u>Romania:</u> Lawyer or other representative.	Austria, Romania. [2]
<i>Comments:</i> <u>Finland:</u> A civil status certification (or other extracts from the Population Information System) and an Apostille could be requested by post or email. <u>Spain:</u> Although we already have the technology available for this, e-mail apostilles are not actually requested. <u>Switzerland:</u> Par mail seulement si le document original est envoyé par la poste. <u>United Kingdom:</u> Business customers only may use our Premium Service in Central London to submit their application in person. Those business users that do not want to use the Premium Service in London and members of the public must submit their application by Post to our office in Milton Keynes.	
c) Does your State inquire about the State of destination?	
<u>Always</u> <u>Austria:</u> Answer regards applications at the Landesgericht für Zivilrechtssachen Wien. <u>Czech Republic:</u> The inquiry about the destination of the public document is made orally but it is recorded in the register of Apostilles. <u>Monaco:</u> Il a été régulièrement constaté que des apostilles sont demandées pour des documents destinés à être présentés dans des Etats non parties à la Convention. Malgré les explications fournies, les personnes introduisent la même demande en indiquant le nom d'un Etat partie en vue d'obtenir l'apostille.	Argentina, Australia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Georgia, Germany, Greece (MoI), Hungary, Israel, Japan, Latvia, Macao,

<p><u>Slovakia</u>: Si l'information est demandée oralement, l'Etat de destination de l'acte public sera renvoyé au registre des Apostilles délivrées.</p> <p><u>Spain</u>: The object of the question is to verify that the destination of the public document is a signatory country.</p> <p><u>Switzerland</u>: Dans un canton, l'Etat de destination est parfois mentionné sur le certificat d'Apostille.</p> <p><u>United Kingdom</u>: Please note that this information is not always provided by the customer.</p>	<p>Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom. [36]</p>
<p><i>Applicants specify the State of destination in the application form</i></p>	<p>Argentina, Australia, Austria, Bulgaria, Colombia, Costa Rica, Croatia, Georgia, Germany, Hungary, Japan, Latvia, Monaco, Namibia, New Zealand, Peru, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Switzerland, Ukraine, United Kingdom. [24]</p>
<p><i>The State of destination is mentioned on the Apostille Certificate</i></p>	<p>Croatia, Israel, Portugal. [3]</p>
<p><i>The inquiry is made orally and no record is kept</i></p>	<p>Belgium, Bosnia and Herzegovina, Cyprus, Czech Republic, Germany, Malta, Mexico, Romania, Slovakia, Spain, Swaziland. [11]</p>
<p style="text-align: center;"><u>Occasionally</u></p> <p><u>Azerbaijan</u>: If there is a doubt on the validity of the stamp or signature in the public document, there can be such an inquiry.</p> <p><u>Finland</u>: For the purpose of assisting the customer.</p> <p><u>United States of America</u>: Responses from U.S. states vary. Some require the applicant to identify a country in a form, others do not ask.</p>	<p>Azerbaijan, Finland, United States of America. [3]</p>
<p style="text-align: center;"><u>Never</u></p>	<p>Denmark, Greece (MoJ), Hong Kong, Romania. [4]</p>
<p>d) May a single Apostille be issued for different public documents that are executed by the same official?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Australia</u>: If the relevant documents are bound, a single Apostille would be applied to the same signature that appears throughout the documents. We charge a separate fee for binding.</p> <p><u>Germany</u>: Si les actes sont liés entre eux (par exemple cachet officiel l'apostille est apposée sous forme d'allonge).</p> <p><u>Hong Kong</u>: On condition that the documents have been securely bound together and the officer signed the</p>	<p>Australia, Finland, Germany, Hong Kong, New Zealand, Portugal, Romania, United States of America. [8]</p>

documents in the same capacity, Apostille will be attached to one of the documents specified by the applicant. <u>New Zealand</u> : Our Apostille is issued on a certificate which is then bound to the underlying documents with a ribbon. <u>Portugal</u> : On apostille tous les documents qui sont signés par le même fonctionnaire public e quei concernent à la même personne. <u>United States of America</u> : No descriptions reported.	
Issuance of a single Apostille is only possible if the public documents are executed on the same date	Romania. [1]
<p style="text-align: center;"><u>No</u></p> <u>Argentina</u> : Each document must have its own Apostille. <u>Costa Rica</u> : We tried to implement this; however, users mention that they need an apostille for each document. It would be very useful for us to be able to issue an apostille for several documents since it would be less expensive and easy to manage. <u>Czech Republic</u> : A single Apostille may be issued for two or more notarial authentications of signatures provided that the authentications are in the same document and made by the same notary (it is not important whether the signatures are authenticated on the same date). <u>Greece (MoJ)</u> : Every public document needs an Apostille. <u>Mexico</u> : Only one apostille per document. <u>Namibia</u> : We issue an Apostille for each document separately. <u>Romania</u> : Each document receives a separate apostille. An apostille is issued for each notarial act and the numbering is made in ascending order. The request is registered for several documents. The solicitor addresses a request mentioning several documents. <u>Spain</u> : One Apostille is issued for each document. <u>Switzerland</u> : Pour la grande majorité des cantons, la réponse est non. Pour quatre cantons, la réponse est oui. Dans ce cas, l'apostille est apposée après le dernier élément à àpostiller. <u>United Kingdom</u> : We issue a single Apostille with a different Apostille number for each document.	Argentina, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Georgia, Greece (MoI), Greece (MoJ), Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, Peru, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [35]
e) Average time to issue Apostilles	
<u>In-person requests</u>	
<i>Less than one hour</i>	Belgium, Croatia, Colombia, Cyprus, Czech Republic, Denmark, Finland, Hungary, Israel, Malta, New Zealand, Poland, Romania, Spain, Switzerland, United States of America. [16]

<i>Less than two hours</i>	Mexico, Romania, Slovakia, United Kingdom, United States of America. [5]
<i>On the same day</i>	Argentina, Bosnia and Herzegovina, Greece (MoI), Greece (MoJ), Peru, Portugal, Romania, Slovenia, Switzerland, Ukraine, United States of America. [11]
<i>By the following working day</i>	Bosnia and Herzegovina, Czech Republic, Germany, Hungary, Japan, Macao, Mexico, Spain, Switzerland, Namibia, Peru, Portugal, Slovenia, Swaziland, United Kingdom, United States of America. [16]
<i>Within one working week</i>	Australia, Azerbaijan. [2]
<p><u>Australia</u>: Turn around times can vary from 1 to 3 working days.</p> <p><i>Other</i></p> <p><u>Bulgaria</u>: Two days.</p> <p><u>Costa Rica</u>: 2 to 3 days. There are some exceptional cases when the process of issuing an apostille takes 15 minutes.</p> <p><u>Czech Republic</u>: Depends on number of Apostilles requested.</p> <p><u>Georgia</u>: Maximum 8 working days.</p> <p><u>Hong Kong</u>: 2 working days (excluding Saturdays).</p> <p><u>Latvia</u>: Within 2 working days.</p> <p><u>Monaco</u>: 48 H.</p> <p><u>Republic of Moldova</u>: An Apostille is issued within ten working days. Urgent service within six hours, three and five working days is available.</p> <p><u>Ukraine</u>: 20 working days.</p> <p>The term of issuing Apostille could be extended for 20 days in case:</p> <ul style="list-style-type: none"> - of necessity to obtain the sample of signature, seal or stamp, additional information or clarification; - the payment for issuing the Apostille is paid from abroad the term of issuing Apostille is extended until the receiving the confirmation on receiving the payment for issuing Apostille by the State Budget of Ukraine. <p><u>United States of America</u>: Utah 3-5 days.</p> 	Bulgaria, Costa Rica, Czech Republic, Georgia, Hong Kong, Latvia, Monaco, Republic of Moldova, Ukraine, United States of America. [10]
<u>Other requests</u>	

<i>Less than one hour</i>	United States of America. [1]
<i>Less than two hours</i>	Romania, United States of America. [2]
<i>On the same day</i>	New Zealand, Romania, Switzerland, United States of America. [4]
<i>By the following working day</i>	Germany, Macao, Malta, Mexico, Portugal, Romania, Slovenia, Spain, Switzerland, United States of America. [10]
<i>Within one working week</i>	Azerbaijan, Belgium, Czech Republic, Cyprus, Hungary, Japan, Namibia, Portugal, Romania, Slovakia, Slovenia, Switzerland, Ukraine, United States of America. [14]
<p><i>Other</i></p> <p><u>Costa Rica</u>: 2 to 3 days. There are some exceptional cases when the process of issuing an apostille takes 15 minutes.</p> <p><u>Hong Kong</u>: Once payment is cleared, application will be processed.</p> <p><u>Latvia</u>: Depending on a schedule of diplomatic mail.</p> <p><u>Monaco</u>: 48 H.</p> <p><u>Ukraine</u>: 20 working days.</p> <p>The term of issuing Apostille could be extended for 20 days in case:</p> <ul style="list-style-type: none"> - of necessity to obtain the sample of signature, seal or stamp, additional information or clarification; - the payment for issuing the Apostille is paid from abroad the term of issuing Apostille is extended until the receiving the confirmation on receiving the payment for issuing Apostille by the State Budget of Ukraine. <p><u>United States of America</u>: Utah 3-5 days.</p>	Costa Rica, Hong Kong, Latvia, Monaco, Ukraine, United States of America. [6]
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Colombia</u>: For a document the term is 2 minutes, For 50 documents the term is 60 minutes.</p> <p><u>Georgia</u>: Urgent service is also available.</p> <p><u>Germany</u>: Dans les cas urgents également le jour même.</p> <p><u>Hungary</u>: Depending on issuing authority.</p> <p><u>Latvia</u>: For applicants from remote places of Latvia the documents are certified on the same day.</p> <p><u>Monaco</u>: En cas d'urgence caractérisée, les apostilles peuvent être établies dans des délais très courts (en fonction du nombre de documents à apostiller).</p> <p><u>New Zealand</u>: The above time frames are for documents that we can easily verify by referring to our signature files. If we do not have the signature on file it may take a few days to obtain signature</p>	

<p>confirmation and issue the Apostille. E-Apostilles are issued on the day of receipt. If work volumes are high the process may take a day longer.</p> <p><u>Romania</u>: The apostille on notarial acts is issued on the same day, but in the Regulation on the methodology for the application of the apostille or legalisation by the Chamber of Notaries Public on notarial acts the stipulated timeframe is pf 2 working days.</p> <p><u>Slovenia</u>: Timeframes depend on the issuing authority.</p> <p><u>Spain</u>: This information includes information on the time spent in the Legalisation Service and in the Territorial Offices. But it depends on the competent authorities.</p> <p><u>Switzerland</u>: Moins d'1 heure: Majorité des cantons, p.ex. au guichet ou pour moins de 5 documents. Dans la journée: Majorité des cantons, p.ex. demande par voie postale ou plus de 5 documents. Le jour travaillé suivant: Quelques cantons, p.ex. demande par voie postale ou plus de 5 documents. 1 semaine travaillée: Un seul canton pour les dossiers d'adoption en intégral contenant plusieurs et différents types de documents.</p> <p><u>United Kingdom</u>: Central London Premium Business Service: Published same day service with internal target to issue within 90 minutes for all straightforward applications (eg no payment issues, signatory on database etc). Milton Keynes Postal Service: Next day processing and despatch (for all straightforward applications).</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
<h3>7.3 Fees</h3>	
<p>a) Does your State charge for issuing an Apostille?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Belgium</u>: Gratuité des taxes consulaires (10 €) si indigence prouvée.</p> <p><u>Georgia</u>: CRA is providing urgent service for additional price.</p> <p><u>Germany</u>: 10 à 130 Euro.</p> <p><u>Hungary</u>: Exemption from fees is also possible by law or upon a grounded request.</p> <p><u>Monaco</u>: Le tarif a été modifié en 2011.</p> <p><u>Romania</u>: In the event a person solicits the apostille for several documents, a single fee is solicited for the request (irrespective of the number of documents) and the fee for the apostille for each document.</p> <p><u>Slovenia</u>: Other: The fee differs depending on who is issuing the Apostille: Ministry of Justice as an administrative authority is obliged by the Administrative fees Act, which prescribes a fee of 1,26 EUR for a single Apostille. District courts in Slovenia as judicial authorities are obliged by Court fees Act, which prescribes a fee of 2,46 for a single Apostille when public document is in Slovenian language and 5,00 EUR when public document is in a foreign language.</p> <p><u>Switzerland</u>: Généralement, dans la majorité des cantons le montant varie entre 15.- et 30.- francs suisses (montant min. 5.-, montant max. 40.-).</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Hong Kong, Hungary, Israel, Latvia, Malta, Mexico, Monaco, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [36]</p>
<p><i>The fee is always the same</i></p>	<p>Argentina, Australia, Azerbaijan, Bulgaria,</p>

	Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Finland, Georgia, Hong Kong, Hungary, Israel, Mexico, Monaco, Peru, Poland, Portugal, Slovakia, Swaziland, Switzerland, Ukraine, United States of America. [24]
AUD 60.00.	Australia. [1]
10 AZN = US \$12,7.	Azerbaijan. [1]
5 lv.	Bulgaria. [1]
25,000.00 COP.	Colombia. [1]
According to a domestic law, it should only cost ₺ 625.00, that is the equivalent to 1 euro.	Costa Rica. [1]
The Ministry of Justice charges for each Apostille is 30 kuna. This price is prescribed by Croatian .Administrative tax Act. The Municipal Courts charge court tax from -50 to 60 Croatian kuna, according to te Act of court tax (the price depends on weather the text is on Croatian language -50 kuna or translation 60 kuna.).	Croatia. [1]
3.42 Euros for each document.	Cyprus. [1]
100 CZK (approx. 4 EUR).	Czech Republic. [1]
Dkr. 185.	Denmark. [1]
11 €.	Finland. [1]
20 GEL.	Georgia. [1]
HK\$125 per apostille (approx. US\$16).	Hong Kong. [1]
Fee charged by the Ministry of Public Administration and Justice and by the Hungarian National Chamber of Civil Law Notaries is 5000 HUF per document. Fee charged by the Ministry of Foreign Affairs is 5500 HUF per document.	Hungary. [1]
34 Shekels.	Israel. [1]
10 LVL (Latvian lats).	Latvia. [1]
618 pesos by law but it can change in any moment.	Mexico. [1]
5 euros.	Monaco. [1]
€ 6.70.	Peru. [1]
60 PLN.	Poland. [1]
6,50 Eur.	Slovakia. [1]
Le montant varie de canton à canton, en général entre 15.- et 30.- francs suisses (montant min. 5.-, montant max. 40.-).	Switzerland. [1]

Documents from individuals - 51 UAH; Documents from legal persons - 85 UAH.	Ukraine. [1]
The range is from \$3.00 to \$20.00. Each state is different (CA-\$ 20; CO -\$5; GA - \$3; MO, NE, & OR, \$10; WA - \$15).	United States of America. [1]
<p><i>The fee differs depending on who is requesting the Apostille</i></p> <p><u>Belgium</u>: € 15, gratuité des taxes consulaires (10 €) si indigence prouvée.</p> <p><u>Switzerland</u>: Quelques cantons connaissent un tarif moins élevé pour les particuliers/privés et un tarif plus élevé pour les entreprises/sociétés ainsi que l'usage commercial. (montant min. 5.-, montant max. 40.-).</p> <p><u>Ukraine</u>: Documents from individuals - 51 UAH; Documents from legal persons - 85 UAH.</p> <p><u>United Kingdom</u>: Postal Service at Milton Keynes: Businesses and members of the public are charged £30 per apostille issued (signature verified). Premium Service in Central London: Business customers also have access to our premium business service in Central London and are charged £75 per document (signature verified).</p>	Belgium, Bosnia and Herzegovina, Germany, Republic of Moldova, Switzerland, Ukraine, United Kingdom, United States of America. [8]
<i>The fee differs depending on the size or transactional value of the document being apostilled</i>	[0]
<p><i>The fee differs depending on the number of documents that the applicant is requesting to be apostilled</i></p> <p><u>New Zealand</u>: The fee is \$32 for one Apostille and \$15 for each additional Apostille. Any number of documents issued by the same authority may be included in one Apostille.</p> <p><u>Switzerland</u>: Quelques cantons connaissent un tarif réduit lorsqu'il s'agit de plusieurs exemplaires du même document (montant min. 5.-, montant max. 40.-).</p> <p><u>United States of America</u>: Many states cap the amount charged from Apostilles issued in connection with inter-country adoptions.</p>	Germany, New Zealand, Switzerland, United States of America. [4]
<p><i>The fee differs depending on the type of document being apostilled</i></p> <p><u>Austria</u>: Fees at the regional courts (judicial and notarial documents): EUR 13,-- § 32 TP 15 Z 6b Gerichtsgebührengesetz. Fees at the Federal Ministry of European and International Affairs: EUR EUR 14, 30 §14 TP 13 Gebührengesetz 1957.</p> <p><u>Malta</u>: €11.65 for non-commercial documents, €16.31 for commercial documents.</p> <p><u>Romania</u>: For the administrative documents, natural persons, the fee is 22 lei (fee for apostille) and 3 lei (fee for request). The legal persons or in the case of the representation of a natural person by a legal person or by a lawyer the fee is 44 lei (fee for apostille) and 3 lei (fee for request). For the notarial acts the fee is 35 lei + VAT 24%. For the court documents the fee is 1 leu for judgment or 4 lei for other documents, to which is added judicial stamp of 0.5 lei and fee for request of 4 lei.</p> <p><u>Switzerland</u>: La moitié des cantons connaissent un tarif réduit dans les cas suivants: p.ex. dossiers d'adoption, obligations alimentaires, état civil, diplômes, attestations de domicile, attestations médicales, certificats de vétérinaires. Un tarif plus élevé est facturé p.ex. en matière commerciale (ventes, achats, sociétés, etc.). Le montant varie de canton à canton, en général entre 15.- et 30.- francs suisses (montant min. 5.-, montant max. 40.-).</p>	Austria, Germany, Malta, Romania, Switzerland. [5]
<u>No</u>	Greece (MoI), Greece (MoJ), Japan, Macao, Namibia,

	United States of America. [6]
<i>Comments</i> The High Courts of Justice and the Ministry of Justice do not charge for the issuance of an Apostille. The Professional Association of Notaries charges a fee.	Spain. [1]
Section 8 – Issuance of Apostilles	
8.1 Verification of public documents	
a) Do all Competent Authorities have access to a register or database containing sample signatures / stamps / seals of the officials / authorities that execute public documents?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Colombia</u>: It has a database of images of the signs that use by the public officials.</p> <p><u>Costa Rica</u>: When appointing a regional authority, this person should be authorized by the Department of Authentications with all his/her information in electronic form. So before issuing an apostille, the signature belonging to an officer must be checked in the electronic database that was created for this purpose. We constantly coordinate with other governmental offices authorized by this Apostille Authority to make any necessary change to update the database.</p> <p><u>Finland</u>: We do not have a database containing sample signatures but we have a database containing names and titles of the official authorities.</p> <p><u>Georgia</u>: Each competent authority keeps the database containing the signatures and seals/stamps of the officials it is responsible to certify.</p> <p><u>Hungary</u>: Each Competent Authority has access to a register of the sample stamps and signatures needed for the issuance of the Apostille.</p> <p><u>Malta</u>: Only 1 competent authority.</p> <p><u>Mexico</u>: We have a database of signatures, names and charges authorized to sign.</p> <p><u>Monaco</u>: Il n'y a qu'une seule autorité compétente à Monaco: la Direction des Services Judiciaires. Elle détient les spécimens de signatures, sceaux ou timbres des autorités et chefs de services de la fonction publique de Monaco habilités à délivrer des actes publics.</p> <p><u>Republic of Moldova</u>: The Ministry of Justice is the Competent Authority to issue Apostilles for natural and legal persons public documents.</p> <p><u>Romania</u>: Public document enjoys the authenticity presumption until the forgery finding.</p> <p><u>Ukraine</u>: The authenticity of the signature, seal, the signature of the officer holder on the official documents, issued by educational institutions, state bodies, enterprises, institutions and organizations in the educational and scientific field, is ascertained by forwarding the request to the educational institution or governing body, to which the educational institution, institution or organization, issuing the document, is abided.</p>	<p>Argentina, Australia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Israel, Japan, Macao, Malta, Mexico, Monaco, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom, United States of America.</p> <p style="text-align: center;">[36]</p>

<p style="text-align: center;"><u>No</u></p> <p><u>Azerbaijan</u>: There is no register or database containing sample signatures/seals/stamps of the official/authorities.</p> <p><u>Cyprus</u>: By direct communication with the respecting dept/body which is asked to confirm by returned, fax the originality of the signature, seal or stamp.</p> <p><u>Latvia</u>: Latvian authorities can verify if the signature/ seal/ stamp is genuine by contacting the Consular Department of the Ministry of Foreign Affairs. For the authentication of public documents which are issued in the European Union, European Economic Zone and Swiss Confederation, the competent institution of Latvia directly contact the competent authority of the relevant state.</p> <p><u>Namibia</u>: We contact the office/authority directly and ascertain the information.</p> <p><u>Romania</u>: As for the administrative documents, the Ministry of Administration and Internal Affairs manages a register with the names and signature and stamp specimens of the persons within the institutions implied at central level, appointed by the managers of these institutions to attest the signature and the capacity of the person who signed the document. Within each institution of the prefect there is a register with the name and signature and stamp specimens for the persons within the implied institutions at county level. By implied institutions we understand, where applicable: a) the issuing institution/authority/organization at central or local level attesting the signature and capacity of the person who signed the document. The list of the implied institutions at central level is drawn up and updated by the Ministry of Administration and Internal Affairs and is published on its web site.</p> <p>As for the notarial acts, there were solicited the notaries' signature, stamp and seal specimens which we verify at the issuance of the apostille, creating our own database.</p> <p>As for the court documents, the courts of appeal or the Ministry of Justice manages and approves the execution of the stamp print. Each public document also bears the signature in clear of the director of the subordinated administrative territorial institution (for instance, documents issued by courts - signature in clear of the chairman or court clerk; documents issued by the Trade Register Office - the signature in clear of the director; documents issued by bailiffs; the signature in clear of this one, all next to the round stamp print.</p> <p><u>Spain</u>: Signatory seals common database is not yet in place. It is in the adaptation process.</p> <p><u>Swaziland</u>: No register or database is available.</p> <p><u>Switzerland</u>: Contrôle au cas par cas en cas de besoin.</p>	<p>Azerbaijan, Cyprus, Greece (MoJ), Latvia, Namibia, Spain, Swaziland, Switzerland, Romania. [9]</p>
<p>b) Form of the register or database</p>	
<p style="text-align: center;"><u>Electronic form</u></p> <p><u>United Kingdom</u>: Database accessed by secure URL.</p>	<p>Australia, Colombia, Denmark, Latvia, Macao, Malta, Monaco, Portugal, Romania, Spain, Switzerland, United Kingdom. [12]</p>
<p style="text-align: center;"><u>Paper form</u></p>	<p>Austria, Azerbaijan, Bosnia and Herzegovina, Croatia,</p>

<p><u>Austria</u>: Answer regards the Landesgericht für Zivilrechtssachen Wien.</p> <p><u>Slovenia</u>: In autumn this year Slovenian courts will start to use register in electronic form.</p>	<p>Cyprus, Czech Republic, Finland, Germany, Israel, Monaco, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Switzerland. [17]</p>
<p style="text-align: center;"><u>Electronic and paper form</u></p> <p><u>Peru</u>: The apostille is extended in digital way and printed in paper.</p> <p><u>Ukraine</u>: The register is in electronic. The register in paper form is handled for the official documents, issued by educational institutions, state bodies, enterprises, institutions and organizations in the educational and scientific field.</p>	<p>Argentina, Belgium, Bulgaria, Costa Rica, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Japan, Mexico, New Zealand, Peru, Romania, Spain, Switzerland, Ukraine, United States of America. [18]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Germany</u>: La pratique varie dans les différents Länder fédéraux.</p> <p><u>Namibia</u>: No database.</p> <p><u>Switzerland</u>: Majorité des Cantons: forme papier. Quelques cantons: forme papier et électronique – Un canton: registre électronique.</p>	
<p>c) How is this Register or database maintained and updated?</p>	
<p style="text-align: center;"><u>Each Competent Authority maintains and updates its own register or database</u></p> <p><u>Cyprus</u>: Signatures are verified by fax.</p> <p><u>Mexico</u>: We have a special format.</p> <p><u>Slovakia</u>: En principe on utilise un formulaire.</p> <p><u>Slovenia</u>: e-register will be a common database for all Slovenian courts.</p> <p><u>Switzerland</u>: Soit les autorités sont informées sur l'initiative du notaire/fonctionnaire concerné, soit il y a des mises à jour annuelles.</p>	<p>Argentina, Austria, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Georgia, Germany, Greece (MoI), Hungary, Mexico, Monaco, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United States of America. [22]</p>
<p style="text-align: center;"><u>Competent Authorities maintain and update a common register or database</u></p> <p><u>Costa Rica</u>: We regularly coordinate with the different governmental authorities authorized by our Department to make sure that they update their records.</p> <p><u>Hong Kong</u>: Only one Competent Authority in HKSAR maintains and updates the register.</p> <p><u>United Kingdom</u>: Signatures are verified by fax or e-mail. Standard form is used. When confirmed, signature is scanned on to our electronic database and response is retained in paper format for audit purposes.</p>	<p>Australia, Belgium, Colombia, Costa Rica, Denmark, Hong Kong, Israel, Japan, Latvia, Macao, Peru, Republic of Moldova, Spain, United Kingdom. [14]</p>

<p style="text-align: center;"><i>Comments:</i></p> <p><u>Malta</u>: Only 1 competent authority issues apostilles. A form (specimen signature form) has to be filled in by an individual who is registering his specimen signature and stamp.</p> <p><u>New Zealand</u>: N/A - New Zealand only has one Competent Authority.</p> <p><u>Poland</u>: The only competent authority is the MFA.</p> <p><u>Spain</u>: There is a common database of all signatures of Public Document issuers that offers the following possibilities: register, consult, modify or delete a signature of Public Document issuer.</p> <p>The notarial authorities do not share yet the signatory seal databases.</p>	
<p>d) How does a Competent Authority address situations where the public document bears a signature, stamp or seal that does not match?</p>	
The document is retained, then we communicate with the issuing authority and consult about the document fidelity.	Argentina. [1]
An apostille would not be applied to a document with a non-matching signature. In these cases we seek to contact the person or authority who signed the document directly and request that the person/authority fax and mail a specimen of the relevant signature/stamp and seal. The details would then be added to the electronic register.	Australia. [1]
If signature/seal/stamp are unknown a new sample is demanded before the Apostille is issued.	Austria. [1]
The documents are returned back without apostillisation.	Azerbaijan. [1]
Refus.	Belgium. [1]
If there is no sample in the registrar or database containing sample signatures, stamps, seals of the officials competent authority does not execute public documents.	Bosnia and Herzegovina. [1]
Refer to competent investigating authorities.	Bulgaria. [1]
It's consulting the public authority that signed the document, if the sign registered in the Ministry has been changed or is the same.	Colombia. [1]
Checking all the information that is in the database of the Department of Authentications.	Costa Rica. [1]
The document will not be apostilled until the new stamp and signature is deposited.	Croatia. [1]
By direct telephone communication with the respective department or body, which is asked to confirm by return fax the originality of the signature, stamp or seal.	Cyprus. [1]
Verification is made by telephone, e-mail or fax.	Czech Republic. [1]
We ask for a new signature.	Denmark. [1]
The relevant authority is asked to verify the signature or stamp/seal and submit the matching signature/seal/stamp.	Georgia. [1]
Demande auprès de l'autorité d'émission, refus le cas échéant.	Germany. [1]
In that case they communicate by phone with that specific service and a document is sent by fax in order to ensure that it has been granted to the interested person under those specific data. Moreover, in case the responsible official has signed in a different way, that sample of signature is also sent by fax and kept in the register.	Greece (MoI). [1]

The competent secretary of the Court of First Instance does not accept this document and does not issue an Apostille.	Greece (MoJ). [1]
The relevant departments would be contacted to verify and confirm the same. Records will be updated. The notary concerned would be requested to file a fresh signature card.	Hong Kong. [1]
The Competent Authority contacts the issuing court or public body in order to verify the authenticity of the signature/stamp.	Hungary. [1]
We are investigating.	Israel. [1]
As inquire will be made directly to the relevant authority/official that has the power to execute the public document in question in order to clarify whether or not the document was officially executed.	Japan. [1]
The Consular Department requests for reassurance of the the signature of the signing official from the relevant state via diplomatic channels.	Latvia. [1]
In case of doubt, the Macao SAR Authority contacts directly the relevant authority/official in order to confirm the signature/stamp/seal's authenticity. After contacting the issuing authority, if there are reasons to suspect that the signature/stamp/seal is forged and/or tempered, it is mandatory to communicate it to the Public Procurator for investigation of the corresponding criminal offence (which is a public crime).	Macao. [1]
The authority contacts the person who signed the document to confirm if it was really signed by himself. If he confirms this, the document is apostilled but inform the signatory to deposit his new signature or stamp if he has changed it.	Malta. [1]
If the sign container in the document not match with the recorded in our files, we verified with the authority who sign the document, and if is necessary we ask again for a new registration.	Mexico. [1]
La personne en charge de la vérification contacte l'autorité signataire du document et lui demande de confirmer qu'elle a bien établi l'acte à apostiller.	Monaco. [1]
We contact the relevant authority/person and ask them to confirm whether they issued/signed the document. We provide a copy of the document with our request. If their signature, stamp or seal has changed we request a new specimen for our files.	New Zealand. [1]
We contact with the competent authority in order to confirm the document and require the corrections of details that are observed. If we detect a faked document we transfer it to the law enforcement.	Peru. [1]
The MFA will not issue an Apostille.	Poland. [1]
On n'accepte pas.	Portugal. [1]
In the case the signature does not match the sample in the register, against the second standard item from the Apostille will be indicated "illegible signature". In the case there are doubts on the authenticity of the stamp or of the seal, the official/authority that issued the document is requested to verify the document.	Republic of Moldova. [1]
In the case of court documents, the document will be given back without the apostille. The request for apostille will be rejected, by motivated conclusion, in camera. The refusal may be appealed in contentious-administrative. In the case of the administrative documents, the prefect institution addresses directly to the issuing/implied institution, where appropriate, or through the Ministry of Administration and Internal Affairs. In case of doubt, the Chamber of Notaries Public contacts the notary public which executed the notarial act	Romania. [1]

for confirming the signature/stamp or seal authenticity. Thus, the signatory notary public attests the truth of the document and if he notices that the seal or stamp do not correspond t those from the data base the apostille will be refused.	
L 'Autorité compétente communique avec l 'autorité délivrante par téléphone ou par e.mail pour vérifier la signature, le timbre et/ou le sceau et demande qu 'un spécimen lui soit envoyé par télécopie.	Slovakia. [1]
The person who issues Apostille contacts the person signed on the document and asks him/her to send her/his signature by fax or to come in person in order to confirm the identity with the signed signature on the document.	Slovenia. [1]
The institution that has issued the document is asked to rectify the signature, seal o stamp or even to issue a new document that offers the requested securities.	Spain. [1]
Plusieurs possibilités: - Contacter personnellement l'auteur de l'acte pour être sûre de la personne qui a signé. - Si les recherches ne portent pas d'explication, le document est refusé et l'Apostille n'est pas apposée. - Si la personne qui présente l'acte est celle qui l'a signé et qu'elle est connue à l'Autorité compétente, l'Apostille est apposée. - Demander un nouveau spécimen, lorsque la divergence est importante (interprétation de "ne correspond pas exactement"). Souvent, le spécimen doit être déposé en personne et on procède à une vérification de l'identité.	Switzerland. [1]
The competent authorities check the legality of issuing the public document, apply to relevant official body having issued the document with the request to provide examples of the signature, seal, stamp or additional information.	Ukraine. [1]
We will contact the signatory by fax or e-mail to verify the signature if it does not match the sample on our database. If signatory confirms signature, the new variation is added to our database. If the signatory confirms that the signature, stamp and/or seal is fraudulent, we retain documents until the signatory decides whether they wish to take legal action.	United Kingdom. [1]
States responded that the Apostille would not be issued, two states indicated that they would try to verify with a call before declining to issue.	United States of America. [1]
e) How does a Competent Authority address situations where the public document bears a signature, stamp or seal that is not (yet) in the register or database?	
The official's signature record is required. The applicant's personal information is taken down and once the signature is included in our database, the person is called.	Argentina. [1]
As above.	Australia. [1]
See also above 8.1.d).	Austria. [1]
The documents are returned back without apostillisation.	Azerbaijan. [1]
Prise de contact immédiate avec le signataire afin d'obtenir son spécimen de signature au plus vite.	Belgium. [1]
Information about sample of signature/stamp/seal in register or database is always necessary for executing public documents.	Bosnia and Herzegovina. [1]

Not certified.	Bulgaria. [1]
The Ministry required the register of the sign directly to the public authority.	Colombia. [1]
Checking all the information that is in the database of the Department of Authentications and advising about the proper way to obtain the corresponding signature.	Costa Rica. [1]
The document will not be apostilled until the new stamp and signature is deposited.	Croatia. [1]
See above	Cyprus. [1]
An official is asked by telephone to provide his sample signature and seal by fax or e-mail as soon as possible.	Czech Republic. [1]
We call the company and ask them to send us the signature, so we can scan it into our database.	Denmark. [1]
A Competent Authority can call and check that.	Finland. [1]
According to the Georgian legislation the competent authority is requested to submit the sample of missing signature, stamp or seal and after updating information in the database the service will be provided.	Georgia. [1]
Demande auprès de l'autorité d'émission, le cas échéant demande du spécimen de signature avec le sceau ou refus.	Germany. [1]
The service in question is asked, by fax, to send an official document with the sample signature of the new official, under which status he/she signs or any other stamp.	Greece (MoI). [1]
The competent secretary of the Court of First Instance asks the confirmation of the signature, the stamp or seal from the competent official and a sample of them.	Greece (MoJ). [1]
Please refer to the previous response.	Hong Kong. [1]
The Competent Authority contacts the issuing court or public body in order to verify the authenticity of the signature/stamp. Authorities issuing public documents that are legalised by the Ministry of Foreign Affairs are required by law to notify the MFA about new stamps and changes in the persons authorized to sign public documents. That is case with courts and other bodies as well whose documents are legalised by the Ministry of Public Administration and Justice. Before taking up their post civil law notaries must submit their sample signature to the Chamber, therefore a case when a signature is not in the register cannot occur.	Hungary. [1]
We are investigating.	Israel.[1]
The preceding answer also applies here.	Japan. [1]
The Consular Department requests the sample of the signature of the signing official from the relevant state via diplomatic channels.	Latvia. [1]
Please refer to the previous response. In case the issuing authority confirms the authenticity of the signature/stamp/seal, a sample of such signature/stamp/seal will be requested and added to the database.	Macao. [1]
If the signatory's contact number is available, he will be informed with the procedure to register his signature. As soon as he has done so, the requester of the apostille will be informed to come again at our offices for the apostille. Or else we will recommend a nearby office of someone already registered in the database so that he will have the document signed by him and then return back for the apostille.	Malta. [1]

Ask the person to return in a few days and rush the registration.	Mexico. [1]
Lorsqu'il s'agit d'un nouveau fonctionnaire en service, attache est prise auprès de sa hiérarchie pour lui demander de faire parvenir à la Direction des Services Judiciaires le spécimen de sa signature. En cas d'absence du sceau, l'apostille est refusée et le requérant devra s'adresser à cette autorité pour lui demander d'apposer le sceau.	Monaco. [1]
No mechanism in place.	Namibia. [1]
We contact the relevant authority/person to request that they confirm to us that they signed/issued the document. We provide a copy of the document with our request. We ask that they confirm by filling in a signature specimen form and returning it to us so we can scan it and add it to our files. We cannot issue an Apostille until this confirmation is received. We usually contact the authority/person by email or fax with a follow up phone call.	New Zealand. [1]
If a signature is not yet in the register, the MFA will only certify the authenticity of a seal. Otherwise (no seal in the register) the MFA will not issue an Apostille.	Poland. [1]
On demande l'information.	Portugal. [1]
The Competent Authority requests the official/authority that issued the document to submit a sample of the signature, stamp or seal.	Republic of Moldova. [1]
For the administrative documents, the prefect institution addresses directly to the issuing/implied institution, where appropriate, or through the Ministry of Adminsitraion and Internal Affairs. For the court documents, there is solicited the signature or seal specimen lodged at the Court of Appeal. There may be granted a timeframe for updating the database containing the signature specimens. For the notarial acts, they will be verified where they have been issued and there will be solicited the transmission of a document copy by fax, e-mail or paper in order to compare its content to the one submitted for apostille or there will be solicited an address by which the notary public sends the signature, seal and stamp specimen.	Romania. [1]
Voir la réponse précédente.	Slovakia. [1]
The Competent Authority invites the person signed on the paper to deposit her/his signature at the Central Authorities register of signatures and stamps.	Slovenia. [1]
The institution that issued the document is contacted and requested to verify the information missing and in the meantime the document can be retained or delivered to the requesting person, who will be notified when the document can be apostillised.	Spain. [1]
Plusieurs possibilités: - Contacter la personne et lui demander de déposer un spécimen. Souvent, le spécimen doit être déposé en personne et on procède à une vérification de l'identité. - S'il s'agit d'une signature d'un fonctionnaire et que le cas est urgent: contacter l'autorité et lui demander de confirmer par écrit (par fax) la signature, le sceau, le timbre. - S'il s'agit d'un cas où la signature doit faire l'objet d'une certification préalable avant de pouvoir être présentée à l'Autorité compétente: demander à la personne de faire certifier sa signature, son sceau ou timbre.	Switzerland. [1]

The competent authorities request to provide examples of the signature, seal, stamp or additional information and extend the term of consideration of the documents up to 20 days.	Ukraine. [1]
Signatures are verified by fax or e-mail. Standard form is used. When confirmed, signature is added (scanned) and response is retained in paper format for audit purposes.	United Kingdom. [1]
States responded that they would call and ask for verification.	United States of America. [1]
8.2 The Apostille	
b) What stationery is used for the Apostille?	
<p style="text-align: center;"><u>Standard paper</u></p> <p><u>Greece (MoJ)</u>: A4. <u>Monaco</u>: Le certificat d'Apostille est reproduit sur des papiers autocollants. <u>Ukraine</u>: The Apostille issued by the Ministry of Education and Science, Youth and Sport of Ukraine is also protected by the hologram which is in use from 29.09.2011.</p>	<p>Australia, Bosnia and Herzegovina, Bulgaria, Colombia, Croatia, Cyprus, Czech Republic, Denmark, Finland, Germany, Greece (MoI), Greece (MoJ), Hungary, Israel, Japan, Latvia, Macao, Malta, Monaco, Namibia, Portugal, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine, United States of America. [28]</p>
<p style="text-align: center;"><u>Paper with security features</u></p> <p><u>Belgium</u>: Colle spéciale. <u>Costa Rica</u>: The document of Costa Rica is designed with holographic marks that make reference to national symbols, the name of Costa Rica, a special kind of ink and a special kind of glue, etc. <u>Mexico</u>: Microtext, hologram, security seal and registration number verifiable web. <u>New Zealand</u>: A watermark (government crest). <u>Poland</u>: Watermarks. <u>Republic of Moldova</u>: Watermarks. <u>United Kingdom</u>: FCO crest watermark.</p>	<p>Argentina, Belgium, Costa Rica, Finland, Georgia, Mexico, New Zealand, Poland, Republic of Moldova, United Kingdom, United States of America. [11]</p>
<p style="text-align: center;"><u>Other</u></p> <p><u>Australia</u>: Rubber stamp. <u>Austria</u>: Depends on the competent authority – the Landesgericht für Zivilrechtssachen Wien uses a stamp with a watermark. <u>Azerbaijan</u>: Sticky paper. <u>Czech Republic</u>: Self-adhesive stickers are used. <u>Germany</u>: Papier autocollant, tampon.</p>	<p>Australia, Austria, Azerbaijan, Czech Republic, Germany, Greece (MoI), Hong Kong, Peru, Spain, Switzerland, United States of America. [11]</p>

<p><u>Greece (MoI)</u>: It is produced with rubber stamp.</p> <p><u>Hong Kong</u>: Apostille certificates are reproduced on self-adhesive labels.</p> <p><u>Peru</u>: The adhesive paper includes a hologram with unique features, including a serial number.</p> <p><u>Spain</u>: electronic format.</p> <p><u>Switzerland</u>: Papier autocollant</p>	
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Australia</u>: Fixed with a wafer seal and impress stamp with official crest.</p> <p><u>Spain</u>: Apostille Certificate is reproduced on standard (white) paper or, if there is space, in the document itself (Ministry of Justice)</p> <p><u>Switzerland</u>: Majorité des cantons : le certificat d'Apostille est reproduit sur du papier (blanc) standard. Certains cantons : le certificat d'Apostille est reproduit sur des papiers autocollants. Quelques cantons : le certificat d'Apostille est reproduit au moyen d'un tampon. Quelques cantons: l'Apostille est un document informatique qui est rempli à l'ordinateur puis imprimé sur du papier blanc puis signé et timbré.</p> <p><u>United States of America</u>: Responses vary among U.S. states.</p>	
<p>c) Are the bilingual and trilingual Apostille Certificates developed by the Permanent Bureau useful?</p>	
<p style="text-align: center;"><u>Yes</u></p>	<p>Argentina, Azerbaijan, Belgium, Costa Rica, Finland, Georgia, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Macao, Malta, Israel, Mexico, Monaco, New Zealand, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom, United States of America. [27]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Austria</u>: Landesgericht für Zivilrechtssachen Wien uses a bilingual (German/French) Apostille.</p> <p><u>Cyprus</u>: We have no experience yet of the bilingual / trilingual Apostille Certificates.</p> <p><u>Latvia</u>: The practice of issuing Apostille in English is successful.</p> <p><u>Peru</u>: No, because if the document do not have a translation. The autothies ask for the total translation and include the apostille.</p> <p><u>Romania</u>: The public document is translated into the language of the country of destination - inclusively the apostille.</p> <p><u>Switzerland</u>: Certains cantons n'utilisent pas ces certificats. D'autres ont indiqué qu'il faudrait aussi des certificats trilingues avec de l'allemand.</p> <p><u>United States of America</u>: Some states responded that they do not.</p>	<p>Australia, Austria, Croatia, Cyprus, Latvia, Peru, Romania, Switzerland, United States of America. [9]</p>

<p><u>Your State was not aware of the existence of these bilingual and trilingual certificates</u></p>	<p>Bosnia and Herzegovina, Croatia, Germany, Japan, Namibia, Romania, Swaziland. [7]</p>
<p>8.3 Completing the Apostille</p>	
<p>a) How are Apostilles filled in?</p>	
<p><u>By hand</u></p>	<p>Australia, Austria, Azerbaijan, Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, Germany, Greece (MoI), Israel, Romania, Ukraine, Slovakia, Slovenia, Switzerland. [15]</p>
<p><u>Using a type-writer</u></p>	<p>Austria, Slovenia, Swaziland, Switzerland. [4]</p>
<p><u>Using computer software</u></p> <p><u>Argentina</u>: Holder's personal information, document's type and signer's name is loaded into the system. Then the information is printed on a paper bearing security features and it is signed.</p> <p><u>Australia</u>: In house software. A module of the DFAT Consular Management Information System (CMIS).</p> <p><u>Colombia</u>: Using a computer software called d-signer.</p> <p><u>Czech Republic</u>: Information about the underlying document are filled into the Apostille Certificate in the Microsoft Word.</p> <p><u>Georgia</u>: Common Computer software is developed by CRA Software Development Team for the CRA and Education Enhancement Center. Service Agency of MIA operates a Computer Software developed by Service Agency Software Development team.</p> <p><u>Hong Kong</u>: Apostilles are generated from data in the computer system.</p> <p><u>Hungary</u>: Microsoft Word, and software developed by the Hungarian National Chamber of Civil Law Notaries.</p> <p><u>Latvia</u>: The short description of the document is entered into the electronic data base - Document Legalisation System, and on Apostille 7 of 10 standart informational items are filled out by system and printed out.</p> <p><u>Macao</u>: Java (J2EE).</p> <p><u>Malta</u>: The apostille is issued automatically when entering the name and surname of the person who has signed the document.</p> <p><u>Mexico</u>: An special software named SISLAC</p> <p><u>Namibia</u>: We type same on word format.</p> <p><u>Monaco</u>: Traitement de texte.</p>	<p>Argentina, Australia, Austria, Belgium, Bulgaria, Colombia, Costa Rica, Czech Republic, Denmark, Finland, Germany, Greece (MoI), Greece (MoJ), Georgia, Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Spain, Switzerland, United Kingdom, United States of America. [34]</p>

<p><u>New Zealand</u>: We enter the details of the document into a custom built database from which we can automatically print the Apostille.</p> <p><u>Peru</u>: We use software for print the adhesive paper with the digital stamp and serial number.</p> <p><u>Poland</u>: Apostille Certificate is completed by using a computer software and then printed.</p> <p><u>Portugal</u>: On a un programme électronique fait en Access et c'est là qu'on remplit l'apostille.</p> <p><u>Romania</u>: In the case of the administrative documents, the apostille is completed on computer, using a file drawn up by the Ministry of Administration and Internal Affairs, which does not allow the amendment of the general aspect of the apostille, but only the completion of some parts.</p> <p><u>Switzerland</u>: Word, Adobe Reader.</p> <p><u>United Kingdom</u>: Information is inputted on to our database and Apostille prints automatically when complete.</p> <p><u>United States of America</u>: Various computer systems and programs designed specifically by the individual states.</p>	
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Austria</u>: Depends on the authority.</p> <p><u>Slovenia</u>: In autumn this year Slovenian courts will start to use e-Apostille and the Apostille will be filled in using computer software.</p>	
b) Language(s) of Apostilles	
<p style="text-align: center;"><u>Monolingual</u></p>	<p>Argentina, Australia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Germany, Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Monaco, Namibia, New Zealand, Republic of Moldova, Romania, Slovenia, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America.</p> <p style="text-align: center;">[26]</p>
<p><i>Only in French</i></p>	<p>Monaco, Switzerland. [2]</p>
<p><i>Only in English</i></p> <p><u>Hong Kong</u>: If the public officer stamped his Chinese name on the document and he has registered his Chinese name with us, the Apostille will include his Chinese name.</p>	<p>Australia, Azerbaijan, Hong Kong, Japan, Latvia, Malta, Namibia, New Zealand, Swaziland, Switzerland, United Kingdom, United</p>

	States of America. [12]
<p><i>Only in the official language of the Competent Authority (other than English or French)</i></p> <p><u>Macao</u>: The Apostilles are usually issued in one of the two official languages of the Competent Authority of the Macao SAR: Chinese or Portuguese.</p> <p><u>Spain</u>: The “entries” are the answers to the standard terms that will be unique to every Apostille. They must be either in French or in English, or in the / an official language of the Competent Authority issuing the Apostille and Spain follows this language requirements.</p>	<p>Argentina, Bosnia and Herzegovina, Bulgaria, Colombia, Croatia, Cyprus, Czech Republic, Germany, Hungary, Macao, Republic of Moldova, Romania, Slovenia, Spain, Switzerland, Ukraine. [16]</p>
<i>Only in the official language of the State of destination (other than English or French)</i>	
<u>Bilingual</u>	<p>Austria, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Israel, Hungary, Peru, Poland, Slovakia, Switzerland. [12]</p>
<p><i>In the official language of the Competent Authority plus either English or French</i></p> <p><u>Georgia</u>: Apostilles are filled in Georgian and English.</p> <p><u>Greece (MoI)</u>: In case the interested person wishes so, it is possible to translate all fields of the Apostille.</p>	<p>Austria, Georgia, Germany, Greece (MoI), Greece (MoJ), Hungary, Peru, Poland, Slovakia, Switzerland. [10]</p>
<p><i>In the official language of the Competent Authority plus another language</i></p> <p><u>Finland</u>: We have two official languages in Finland, Finnish and Swedish.</p> <p><u>Switzerland</u>: Italien, portugais, allemand, français, anglais, russe.</p>	<p>Finland, Israel, Switzerland. [3]</p>
<u>Trilingual</u>	<p>Costa Rica, Mexico, Portugal, Switzerland, United Kingdom, United States of America. [6]</p>
<p><i>In the official language of the Competent Authority plus English and French</i></p> <p><u>Mexico</u>: Please use Spanish.</p>	<p>Costa Rica, Mexico, Portugal, Switzerland. [4]</p>
<p><i>In the official language of the Competent Authority plus two other languages</i></p> <p><u>United Kingdom</u>: The UK has introduced the trilingual apostille (with French and Spanish) although we complete in English only.</p> <p><u>United States of America</u>: Oregon - Spanish and French.</p>	<p>Switzerland, United Kingdom, United States of America. [3]</p>
<u>Other</u>	<p>Belgium, Greece (MoI), Switzerland, United States of America. [4]</p>
<i>Comments:</i>	

<p><u>Australia</u>: We are not aware of instances in which clients would have expressed the need for multi-lingual apostilles.</p> <p><u>Hungary</u>: Depending on the issuing authority.</p> <p><u>Switzerland</u>: Parmi les 26 cantons suisses, ils existent plus de 20 différents versions linguistiques des apostilles, que ce soit en unilingue, bilingue ou trilingue.</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
c) How are Apostilles numbered?	
<p style="text-align: center;"><u>Consecutively</u></p> <p><u>Costa Rica</u>: Besides the consecutive system numbering, we have a record that controls the consecutive page numbering.</p> <p><u>Czech Republic</u>: For the future e-Register we envisage non-sequential order (a randomly generated code).</p> <p><u>Hungary</u>: In the Ministry of Public Administration and Justice the requests for Apostille legalisation are registered in the normal register of the issuing department (which covers other kind of cases as well), and the case number generated by that system is the number indicated on the Apostille. If more than one document is requested to be furnished with Apostille with a single application, subnumbers are used to distinguish the documents but they only appear in the paper form file and not the register.</p> <p><u>Mexico</u>: A number given by a special software SISLAC.</p> <p><u>Monaco</u>: La numérotation d'enregistrement est annuelle. Ainsi, à chaque nouvelle année civile, elle repart à 1.</p> <p><u>Namibia</u>: We number the Apostilles consecutively and start with 01 every year.</p>	<p>Argentina, Australia, Austria, Azerbaijan, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United Kingdom, United States of America. [35]</p>
<p style="text-align: center;"><u>Randomly</u></p> <p><u>Georgia</u>: 15-digit number is generated electronically.</p> <p><u>Peru</u>: The software issues the code in 17 numbers and three letters.</p> <p><u>Republic of Moldova</u>: The numbers are generated automatically.</p> <p><u>Romania</u>: In the case of court documents, a number generated by the Lotus Program.</p>	<p>Belgium, Colombia, Georgia, Peru, Republic of Moldova, Romania, Swaziland, United States of America. [8]</p>
<p style="text-align: center;"><u>Other</u></p> <p><u>Bosnia and Herzegovina</u>: According to registrar of the Competent Authority.</p>	<p>Bosnia and Herzegovina, Colombia. [2]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>United States of America</u>: Response varied among U.S. states.</p>	
d) Does every Apostille issued bear a unique number?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Costa Rica</u>: Nevertheless, we also control the apostilles by a consecutive number issued by the system, a consecutive apostille number and a consecutive page number.</p> <p><u>Hungary</u>: The Ministry of Public Administration and Justice used to employ the same registration number for different documents if the applicant requested the issuance of more than one Apostille with the same</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech</p>

<p>application but the Ministry has recently changed that practice. <u>Mexico</u>: Verified by a special software. <u>Namibia</u>: Sometimes duplication does occur, but it is recorded if it occurred. <u>Romania</u>: For the administrative documents, the apostille code has the following structure AA/xyzw/xy, in which: a) AA represents the abbreviated name of the county/m unicipality of Bucharest, written in capital letters; b) xyzw represents the number of the request, written in Arabic numerals; c) xy represents the order number of the document, written in Arabic numerals. If a person solicits the issuance of the apostille for one document, the structure of the apostille code is AA/xyzw.s.</p>	<p>Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [42]</p>
<p style="text-align: center;"><u>No</u></p> <p><u>Romania</u>: For court documents, the request may contain several documents. The request registration number will be given to each document afferent to the request. All the apostilles issued on the same day for the same solicitor have the same number.</p>	<p style="text-align: center;">Romania. [1]</p>
<p>Question 8.3 e) – For Apostilles issued in paper form</p>	
<p>e) How is a paper Apostille signed?</p>	
<p style="text-align: center;"><u>By hand ("wet" signature)</u></p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hungary, Israel, Latvia, Macao, Malta, Monaco, Namibia, New Zealand, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [35]</p>
<p style="text-align: center;"><u>By rubber stamp</u></p>	<p>Austria, Azerbaijan, Belgium, Croatia, Japan, Portugal, Romania, Switzerland,</p>

	Ukraine, United Kingdom. [10]
<p><u>By printer (e.g., a facsimile signature or PDF/JPEG image of the signature)</u></p> <p><u>Hong Kong</u>: By scanned image of the handwritten signature since 2 October 2008.</p>	Belgium, Georgia, Hong Kong, Mexico, United States of America. [5]
<p><u>Other</u></p> <p><u>Colombia</u>: Digital.</p> <p><u>Mexico</u>: With the special software.</p> <p><u>Spain</u>: Through e-signature with a secure authentication code, as every apostille issued by the Legalisation Service are further printed on paper to be joined closely to a physical document.</p>	Colombia, Mexico, Spain. [3]
<p><i>Comments:</i></p> <p><u>Colombia</u>: Using a computer software called d-signer.</p> <p><u>Georgia</u>: CRA signs by printer, education and MIA - by hand.</p> <p><u>Switzerland</u>: Tampon: un seul canton.</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
Question 8.3 f) – For Apostilles issued in electronic form (e-Apostilles)	
f) How is an e-Apostille signed?	
Using a computer software called d-signer.	Colombia. [1]
We use a commercial Certificate Authority - GlobalSign. Tokens are provided on which we store our digital signatures. We insert the token to apply the digital signature to the PDF Apostille certificate.	New Zealand. [1]
The stamps of the authorities are digitally and the staff access with personal code.	Peru. [1]
An e-Apostille is signed with a "Public Institution Certificate". "Public Institution Certificate": a special kind of server certificate owned by a Public Institution. The main advantage in using this kind of certificates is that the whole process can be done with no human intervention	Spain. [1]
8.4 Additional text	
a) Do Competent Authorities include additional information on the Apostille?	
<p><u>Yes</u></p> <p><u>Peru</u>: The system shows the Apostille image and additional information.</p> <p><u>Spain</u>: Information relating to the nature or content of the underlying public document (apostilled document) is not included.</p> <p><u>United Kingdom</u>: Disclaimer wording as follows: This Apostille is not to be used in the UK and only confirms the authenticity of the signature, seal or stamp on the attached UK public document. It does not confirm the authenticity of the underlying document. Apostilles attached to documents that have been photocopied and certified in the UK confirm the signature of the UK public official who conducted the certification only. It</p>	Argentina, Australia, Austria, Azerbaijan, Costa Rica, Georgia, Greece (MoI), Israel, Mexico, New Zealand, Peru, Portugal, Republic of Moldova, Romania, Spain, Switzerland, United Kingdom, United States of

does not authenticate either the signature on the original document or the contents of the original document in any way.	America. [18]
<i>Information relating to the limited effect of an Apostille (see Art. 3 of the Convention)</i> <u>Austria</u> : Practice of the Landesgericht für Zivilrechtssachen Wien - used if necessary.	Austria, Azerbaijan, New Zealand, Peru, Spain, United Kingdom, United States of America. [7]
<i>Information relating to the nature or content of the underlying public document</i>	Argentina, Australia, United Kingdom, United States of America. [4]
<i>Information relating to the person who requested the Apostille</i>	Costa Rica, Mexico. [2]
<i>Information relating to the State of destination</i>	Israel, Portugal. [2]
<i>Information relating to the e-Register of the Competent Authority (e.g., the URL of the relevant website)</i>	Colombia, Costa Rica, Georgia, Mexico, New Zealand, Peru, Republic of Moldova, Spain, United States of America. [9]
<i>Information relating to a digital signature</i>	Colombia, Mexico, Spain. [3]
<i>Identification of a code to access the e-Register of Competent Authority</i>	Colombia, Costa Rica, Mexico, Peru, Spain, United States of America. [6]
<i>Other</i> <u>Switzerland</u> : Quatre cantons: Montant facture. Le montant est mentionné dans le cadre du certificat Apostille, par ex. à côté du numéro. <u>Romania</u> : The name of the owner of the document.	Romania, Switzerland. [2]
<p style="text-align: center;"><u>No</u></p> <u>Greece (MoJ)</u> : The apostilles issued by the court do not include other additional information. <u>Hong Kong</u> : Information relating to the limited effect of an Apostille will be included in the middle of or late 2012. <u>Monaco</u> : Mais il serait utile d'ajouter le nom de l'Etat de destination pour éviter que les demandeurs utilisent l'apostille à des fins autres que celles prévues par la Convention.	Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Germany, Greece (MoJ), Finland, Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Monaco, Namibia, Poland, Romania, Slovakia, Slovenia, Swaziland, Ukraine. [24]
8.5 Affixing the Apostille	
Questions 8.5 a) to d) – For Apostilles issued in paper form	

a) How is the Apostille affixed to the document?	
<p><u>The Apostille is placed on the document itself by:</u></p> <p><u>Costa Rica</u>: Once the Apostille is printed on a security paper, on its back there is a special kind of glue to attach the document that is bearing the apostille.</p> <p><u>Slovakia</u>: S'il n'y a pas de place pour l'Apostille sur l'acte lui-même, nous utiliserons une allonge.</p> <p><u>Untied Kingdom</u>: A dry embossed impression of the FCO crest is also made on the Apostille and is transferred through to the underlying document.</p>	<p>Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Georgia, Germany, Greece (MoI), Hong Kong, Japan, Israel, Latvia, Malta, Mexico, Monaco, Peru, Poland, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [32]</p>
<p><i>Self-adhesive sticker</i></p>	<p>Austria, Azerbaijan, Belgium, Bulgaria, Czech Republic, Denmark, Georgia, Germany, Hong Kong, Latvia, Malta, Mexico, Monaco, Peru, Romania, Slovakia, Switzerland, United States of America. [18]</p>
<p><i>Glue</i></p>	<p>Costa Rica, Cyprus, Germany, Israel, Slovakia, United Kingdom. [6]</p>
<p><i>Rubber stamp</i></p>	<p>Australia, Austria, Croatia, Germany, Greece (MoI), Romania, Slovenia, Switzerland, Ukraine. [9]</p>
<p><i>Other</i></p> <p><u>Bosnia and Herzegovina</u>: By seal.</p> <p><u>Japan</u>: Staples.</p> <p><u>Latvia</u>: If there is a limited space on a document, which does not allow to use self-adhesive sticker, Apostille is attached by grommets and ribbons.</p> <p><u>Monaco</u>: Allonge lorsque le format du document ne permet l'apposition de l'apostille sur le document lui-même.</p> <p><u>Peru</u>: In case that the area dont have space we add a paper and paste with stamps.</p>	<p>Austria, Bosnia and Herzegovina, Germany, Japan, Latvia, Monaco, Peru, Poland, Romania, Spain, Swaziland, Switzerland. [12]</p>

<p><u>Poland</u>: Stapled.</p> <p><u>Romania</u>: Allonge, with stamp.</p> <p><u>Spain</u>: SGIAIGS opinion: The apostille is printed on the back of the document.</p> <p><u>Swaziland</u>: It is placed on the document itself.</p> <p><u>Switzerland</u>: Agrafe.</p>	
<p style="text-align: center;"><u>The Apostille is placed on a separate slip of paper by</u></p> <p><u>Macao</u>: The Apostille is reproduced on paper on a supplementary page (an "allonge" to the document), which is attached to the end of the document by means of a small, special round metallic staple. At the interior of the junction between the document and the 'Apostille page', the seal of the competent Authority is apposed.</p> <p><u>Namibia</u>: The original or certified copy of the document is attached to the allonge issued on a separate slip of paper.</p>	<p>Argentina, Australia, Austria, Croatia, Czech Republic, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hungary, Macao, Mexico, Monaco, Namibia, New Zealand, Portugal, Republic of Moldova, Romania, Slovenia, Spain, Switzerland, Ukraine, United States of America. [24]</p>
<p><i>Rubber stamp</i></p>	<p>Argentina, Australia, Austria, Croatia, Germany, Greece (MoI), Greece (MoJ), Mexico, Portugal, Romania, Slovenia, Switzerland, Ukraine. [13]</p>
<p><i>Printer</i></p>	<p>Argentina, Czech Republic, Finland, Greece (MoI), Hungary, Namibia, New Zealand, Republic of Moldova, Romania, Slovenia, Switzerland, United States of America. [12]</p>
<p><i>Other</i></p> <p><u>Argentina</u>: Staples.</p> <p><u>Australia</u>: Print out of template.</p> <p><u>Austria</u>: Self-adhesive sticker.</p> <p><u>Czech Republic</u>: Self-adhesive sticker.</p> <p><u>Georgia</u>: Self-adhesive sticker.</p> <p><u>Germany</u>: En la cousant.</p> <p><u>Romania</u>: Allonge, With stamp.</p> <p><u>Monaco</u>: Allonge lorsque le format du document ne permet l'apposition de l'apostille sur le document lui-même.</p> <p><u>Switzerland</u>: Agrafe, œillets, cachets, rubans etc.</p> <p><u>United States of America</u>: Various methods of affixation.</p>	<p>Argentina, Australia, Austria, Czech Republic, Georgia, Germany, Monaco, Romania, Switzerland, United States of America. [10]</p>

<p style="text-align: center;"><i>Comments:</i></p> <p><u>Austria</u>: Practice varies from authority to authority - a separate slip of paper is generally only used if not enough space is left on the document itself.</p> <p><u>Colombia</u>: It's a prolongation of paper document standard.</p> <p><u>Czech Republic</u>: Separate paper is used when there is not enough place on the apostilled document for an Apostille.</p> <p><u>Georgia</u>: If there is enough space on the document itself the apostille is placed directly on the document. If the document doesn't allow the placement of the self-adhesive sticker, the allonge is attached to the document with ribbons and the Apostille is placed on it.</p> <p><u>Greece (MoI)</u>: It depends on the case, taking into account the space of the document asked by the Apostille.</p> <p><u>Mexico</u>: We try to make in the document but if we can't we paste in a separate document</p> <p><u>Monaco</u>: Cela dépend du format du document à apostiller.</p> <p><u>Romania</u>: It is applied on the page signed only if on the document there is not enough space.</p> <p><u>Slovenia</u>: If there is enough space to put an Apostille on the document, an Apostille is issued there, if not, on an allonge. When the e-Apostille is established, it will be placed on a separate slip of paper.</p> <p><u>Spain</u>: If possible, the Apostille is printed in the document itself. If not, the Apostille is placed on an allonge stapled to the document and attached to it with an intermediate seal or with grommets also attached with an intermediate seal.</p> <p><u>Switzerland</u>: La réponse varie de canton à canton.</p> <p><u>Ukraine</u>: The stamp is put in a manner when one part of it is on a paper with Apostille and another part - on the last page of the document itself.</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
b) If a separate slip of paper is used (an <i>allonge</i>), how is this attached to the document?	
<p style="text-align: center;"><u>Staples</u></p> <p><u>Czech Republic</u>: Is is stapled and then covered with self-adhesive sticker and stamped.</p>	<p>Argentina, Bulgaria, Colombia, Cyprus, Czech Republic, Germany, Greece (MoJ), Finland, Hungary, Macao, Monaco, Portugal, Republic of Moldova, Romania, Slovenia, Switzerland, United States of America. [17]</p>
<p style="text-align: center;"><u>Grommet</u></p>	<p>Australia, Czech Republic, Finland, Germany, Macao, Latvia, Romania, Spain, Switzerland, United States of America. [10]</p>
<p style="text-align: center;"><u>Ribbons</u></p>	<p>Australia, Austria, Croatia,</p>

<u>Austria</u> : Practice at the Landesgericht für Zivilrechtssachen Wien.	Georgia, Germany, Hungary, Latvia, Namibia, New Zealand, Slovakia, Slovenia, Switzerland, Ukraine. [13]
<p style="text-align: center;"><u>Glue</u></p> <p><u>Hong Kong</u>: If the document does not have sufficient space for the whole 'Apostille' label, part of the label will be glued to the document.</p> <p><u>Malta</u>: The allonge is fixed with glue but since the apostille is a self adhesive sticker, it is fixed overlapping on the original document and the allonge in a way that the two separate papers cannot be separated from each other. This is done only if there is no space to put the apostille on the document.</p>	Argentina, Cyprus, Germany, Hong Kong, Malta, Monaco, Slovenia, Switzerland. [8]
<p style="text-align: center;"><u>Other</u></p> <p><u>Denmark</u>: Stickers.</p> <p><u>Germany</u>: Cordelette du sceau et sceau plaqué.</p> <p><u>Greece (MoI)</u>: It is attached using a stapler and the place of stitching is stamped using the round stamp, by the service responsible for the Apostille. The round stamp is also placed in the left corner of the Apostille.</p> <p><u>Mexico</u>: With tape.</p> <p><u>Portugal</u>: Lacre.</p> <p><u>Romania</u>: Stamp.</p> <p><u>Slovakia</u>: Rubans liés par le sceau avec l'armoiries de l'État.</p> <p><u>Switzerland</u>: Cachet de cire.</p>	Denmark, Germany, Greece (MoI), Mexico, Portugal, Romania, Slovakia, Switzerland. [8]
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Australia</u>: The binding is completed using dark green ribbon, joined by a grommet with a red wafer impressed with a seal placed over the ends of the ribbon.</p> <p><u>Cyprus</u>: After the allonge is fixed, a round seal is placed at the lower left corner of the Apostille.</p> <p><u>Romania</u>: After the attachment of the apostille, a stamp is applied with the emblem (half on the apostille, half on the document).</p> <p><u>Spain</u>: If possible, the Apostille is printed in the document itself. If not, the Apostille is placed on an allonge stapled to the document and attached to it with an intermediate seal or with grommets also attached with an intermediate seal.</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
c) In the case of a one-page public document, where is the Apostille placed / allonge attached?	
<p style="text-align: center;"><u>The front of the document</u></p> <p><u>Poland</u>: If there is no space on the front page - at the back of the document.</p>	Austria, Belgium, Cyprus, Czech Republic, Georgia, Germany, Latvia, Malta, Namibia, New Zealand, Poland, Republic of Moldova, Romania, Slovakia, Switzerland, United States of

	America. [16]
<p style="text-align: center;"><u>The back of the document</u></p> <p><u>Argentina</u>: The Apostille is placed on the page with the signature. <u>Slovenia</u>: After the signature. <u>Spain</u>: Page containing the signature and if not possible, in the back of the document <u>Ukraine</u>: Apostille is issued on the free of text space of the document or on its back.</p>	<p>Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Latvia, Macao, Malta, Mexico, Monaco, Peru, Portugal, Republic of Moldova, Romania, Slovenia, Spain, Switzerland, Ukraine, United Kingdom. [34]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Austria</u>: Always underneath the signature if there is enough space on the front, if not on the back. <u>Belgium</u>: Sur la page où figure la signature ou sur le verso si manque de place. <u>Czech Republic</u>: Preferably the page with the signature and seal is used; it depends whether there is enough space on the page with signature and seal. <u>Georgia</u>: If the document format allows and there is enough space on it the Apostille certificate is attached on the front page. Though generally it is attached on the back of the document. <u>Hong Kong</u>: If there is space on the page, it will be the page containing the signature. <u>Japan</u>: The page with signature / seal / stamp. <u>Malta</u>: If there is space on the front it will be placed there but if there isn't it will be fixed on the back of the document. <u>Republic of Moldova</u>: The Apostille is applied on the front of the document. If there is no space on the document, the Apostille is applied on the back of the document. <u>Romania</u>: Usually it is applied after the signature or on the back of the page bearing the signature. If there is no space the allonge is applied (A4) after the page bearing the signature. It is applied on the front of the document if there is enough space, on the back if the page is empty and has nothing written by the notary public - blank page or on allonge, next to the notary public seal and signature. <u>Switzerland</u>: S'il y a suffisamment de place pour l'Apostille au recto, en-dessous de la signature; autrement au verso. Si le verso est occupé par une autre chose: allonge (avec cachet).</p>	
<p>d) In the case of a multi-page document, where is the Apostille placed / <i>allonge</i> attached?</p>	

<p><u>The first page of the document</u></p> <p><u>New Zealand</u>: The Apostille certificate is always placed at the front of a document set. All pages of the document are attached by ribbon to the Apostille.</p>	<p>Germany, Israel, Namibia, New Zealand, Portugal, United States of America. [6]</p>
<p><u>The last page of the document</u></p>	<p>Australia, Austria, Bosnia and Herzegovina, Czech Republic, Finland, Germany, Greece (MoJ), Hungary, Latvia, Romania, Switzerland, Ukraine. [12]</p>
<p><u>The page with the signature / seal / stamp</u></p>	<p>Argentina, Austria, Azerbaijan, Belgium, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Georgia, Germany, Hong Kong, Japan, Latvia, Macao, Malta, Mexico, Monaco, Peru, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Switzerland, United Kingdom, United States of America. [30]</p>
<p><u>Other</u></p> <p><u>Greece (MoI)</u>: Usually, this is the last page of the document and the rest of them are ratified using the round stamp by the service responsible for the Apostille on the place of stitching.</p> <p><u>Latvia</u>: Usually Apostille is placed on the page with the signature/ seal/ stamp. If there is a limited space on the page with signature/ seal/ stamp, Apostille is placed on the last page of the document.</p> <p><u>Monaco</u>: Au besoin sur une allonge apposée à la page où apparaissent la signature, le sceau et le timbre ou l'apostille est apposée à l'arrière de plusieurs pages qui sont préalablement cornées ou pliées en cascade avec un espacement régulier et un tampon.</p> <p><u>Switzerland</u>: Quelques cantons: allonge avec cachet. 1 Canton: Apposée à l'arrière de plusieurs pages qui sont préalablement cornées ou pliées en cascade avec un espacement régulier.</p>	<p>Germany, Greece (MoI), Latvia, Monaco, Switzerland. [5]</p>
<p><i>Comments:</i></p> <p><u>Germany</u>: Cf. 8.5 c).</p> <p><u>Spain</u>: Page containing the signature and if not possible, in the back of the document</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
<p>Question 8.5 e) –For Apostilles issued in electronic form (e-Apostilles)</p>	
<p>e) How is the Apostille affixed or logically associated to the document?</p>	

The Apostille is logically associated to the document.	Colombia. [1]
Our eApostille certificate is combined with the PDF of the underlying document and appears as the first page of the merged PDF.	New Zealand. [1]
By electronic means: hush .	Spain. [1]
Section 9 – Register of Apostilles	
9.1 Maintaining the register	
a) Does each Competent Authority record particulars of each Apostille issued?	
<u>Yes - What information is recorded?</u>	Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of America. [41]
<i>The number and date of the Apostille (requirement of Art. 7(1))</i>	Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New

	Zealand, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Ukraine, United Kingdom, United States of America. [36]
<i>The name and capacity of the person signing the document and/or the name of authority whose seal or stamp is affixed thereto (requirement of Art. 7(1))</i>	Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Colombia, Costa Rica, Croatia, Czech Republic, Cyprus, Denmark, Finland, Georgia, Germany, Greece (MoI), Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Ukraine, United Kingdom, United States of America. [37]
<i>The name and/or type of the underlying document</i>	Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Colombia, Costa Rica, Georgia, Croatia, Germany, Greece (MoI), Latvia, Macao, Mexico, Monaco, Namibia, Peru, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Ukraine, United States of America. [25]
<i>A description of the contents of the underlying document</i>	Austria, Azerbaijan, Colombia, Costa Rica, Germany, Latvia, Romania, Slovenia. [8]
<i>The name of the applicant</i>	Australia, Austria, Azerbaijan, Bosnia and Herzegovina, Colombia,

	Czech Republic, Georgia, Germany, Hungary, Japan, Latvia, Macao, Mexico, Monaco, Namibia, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Ukraine, United Kingdom, United States of America. [23]
<i>The State of destination</i>	Australia, Austria, Azerbaijan, Belgium, Colombia, Costa Rica, Cyprus, Czech Republic, Georgia, Germany, Greece (MoI), Hungary, Japan, Latvia, Monaco, Namibia, Portugal, Romania, Slovakia, Slovenia, Ukraine, United Kingdom, United States of America. [23]
<i>A copy of the Apostille</i> <u>Republic of Moldova</u> : Concerning the copy of the Apostille, only a copy of the printout of the Apostille is kept.	Australia, Colombia, Costa Rica, Croatia, Georgia, Germany, Greece (MoI), Macao, Malta, Namibia, Peru, Republic of Moldova, Spain, United Kingdom, United States of America. [15]
<i>A copy of the underlying document</i>	Azerbaijan, Georgia, Germany, Macao, Romania, United States of America. [6]
<u>Other</u> <u>Macao</u> : A copy of the identity card of the applicant. <u>Romania</u> : Paid fees, number of the documents on which the apostille was applied. <u>Slovakia</u> : Les frais payés, la signature de la personne qui a repris l'acte apostillé personnellement ou la date de l'expédition à celle-ci. <u>Switzerland</u> : Nom et domicile du requérant; prix; mode de paiement; nom du fonctionnaire qui a émis l'apostille. <u>Ukraine</u> : Family name and the first letters of names of the individual or the name of the legal person, concerning which the document, for which the Apostille is issued, was prepared.	Macao, Romania, Slovakia, Switzerland, Ukraine, United States of America. [6]

<p style="text-align: center;"><u>No</u></p> <p><u>Switzerland</u>: Certains cantons ne tiennent pas de "registre des apostilles" à proprement parler, mais conservent les factures émises pour les apostilles. Si une vérification de l'apostille est exigée, il est possible de procéder à une vérification de l'apostille moyennant les informations contenues sur la facture (notamment: numéro de l'apostille).</p>	<p style="text-align: center;">Switzerland. [1]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Austria</u>: Practice at the Landesgericht für Zivilrechtssachen Wien in accordance with Art 7. <u>Georgia</u>: Concerning the copy of the Apostille: the copy of the printout of the apostille is not kept, though the copy of the information printed on the Apostille can be reached electronically any time. <u>Germany</u>: La pratique varie dans les différents Länder fédéraux. <u>Hungary</u>: The MFA also keeps a copy of the underlying document and the Apostille. <u>Romania</u>: A copy of the basic public document is kept at the request for the apostille. <u>Switzerland</u>: Certains cantons ont un registre complet, qui reprend toutes les informations énumérées ci-haut. D'autres ne mentionnent que les informations mentionnées aux deux premières cases. <u>Ukraine</u>: The quantity of records kept in the register depends on the competent authority, issuing the Apostille. The information containing in the items 1 and 2 is recorded by all Central Authorities. <u>United Kingdom</u>: The information is contained in a database accessed via secure URL. The UK does not have an online e-register as such but information above can currently be verified by simple interrogation of database. <u>United States of America</u>: Responses from U.S. states varied.</p>	
<p>b) Form of register</p>	
<p style="text-align: center;"><u>Electronic form, <i>not</i> publicly accessible online</u></p> <p><u>Austria</u>: Answer applies to the Austrian-wide electronic Court Register (regarding Apostilles on judicial and notarial documents). <u>Hong Kong</u>: Both paper and electronic forms were kept before 20 March 2006. Only an electronic form has been kept thereafter. <u>Latvia</u>: The only competent authority for maintaining the Document Legalisation System in Latvia is the Consular Department of the Ministry of Foreign Affairs.</p>	<p style="text-align: center;">Australia, Austria, Denmark, Germany, Hong Kong, Hungary, Latvia, Macao, Malta, Poland, Portugal, Romania, Switzerland, Ukraine, United Kingdom, United States of America. [17]</p>
<p style="text-align: center;"><u>Electronic form, publicly accessible online (an "e-Register") – with the following features:</u></p>	<p style="text-align: center;">Argentina, Belgium, Bulgaria, Colombia, Costa Rica, Georgia, Mexico, New Zealand, Peru, Republic of Moldova, Romania, Spain, United States of America. [13]</p>
<p><i>The URL for the relevant website is indicated in the Apostille</i></p>	<p style="text-align: center;">Bulgaria, Costa Rica,</p>

	Georgia, Mexico, New Zealand, Peru, Republic of Moldova, Spain, United States of America. [9]
<p><i>The register incorporates features to avoid "fishing expeditions" (i.e., attempts by users to collect information about an Apostille that he/she has not received)</i></p> <p><u>Belgium</u>: L'e-registre accessible au public ne comprend que la date, le lieu et le numéro de contrôle.</p> <p><u>Republic of Moldova</u>: Users can view details about the Apostille entering a unique code on the e-Register website.</p>	Belgium, Bulgaria, Colombia, Costa Rica, Georgia, Mexico, Republic of Moldova, Spain, United States of America. [9]
<p><i>The register allows users to view details about the Apostille (e.g., the entries against any of the 10 numbered standard informational items)</i></p> <p><u>New Zealand</u>: Apostille number, date of issue, name and capacity of person who signed the document</p>	Bulgaria, Colombia, Costa Rica, New Zealand, Republic of Moldova, Romania, United States of America. [7]
<i>The register allows users to access the Apostille, or an image thereof</i>	Bulgaria, Colombia, Costa Rica, Georgia, Mexico, Peru, Romania, Spain. [8]
<i>The register allows users to access the underlying document, or an image thereof</i>	Bulgaria, Georgia, Romania, Spain. [4]
<i>The register allows users to verify the signature on the Apostille</i>	Bulgaria, Colombia, Costa Rica, Georgia, United States of America. [5]
<p style="text-align: center;"><u>Paper form</u></p> <p><u>Greece (MoJ)</u>: The competent secretary of the court keeps the archives.</p> <p><u>Namibia</u>: We will have an electronic filing system soon then we will use same.</p> <p><u>Slovenia</u>: In autumn this year Slovenian courts will start to use e-register. It will be a common register.</p>	Azerbaijan, Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, Finland, Germany, Greece (MoI), Greece (MoJ), Hungary, Japan, Monaco, Namibia, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine. [19]
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Hungary</u>: Depending on the issuing authority. In the Ministry of Public Administration and Justice the register is electronic, however every case has a separate, paper form file in which the request form, containing all information listed under point a) above is kept.</p> <p><u>Romania</u>: For the administrative documents, the Ministry of Administration and Internal Affairs, at present, makes approached concerning the setting up of the national electronic Register of the apostilles issued by the prefect institutions, from which, certain documents will be accessible on-line.</p> <p><u>Spain</u>: e-Register offers three verification options:</p> <p>1. Apostille Verification: This option allows to verify that in the system there is an Apostille with the verification data submitted and offers the possibility of visualizing it to check with Apostille presented.</p>	

<p>Check authenticity and integrity of the Apostille via Secure Verification Code. The Public Document is not visible.</p> <p>2.Validate Apostille Signature (for electronic Apostille only): This option allows to check authenticity and integrity of an e-Apostille digital signature (verify the digital signature on the electronic Apostille).</p> <p>3.Public Document integrity verification: This option allows to verify if an electronic Public Document coincide exactly with the one belonging to a specific e-Apostille (checking of document hash). Guarantees that an electronic document is exactly the same as the one for which the electronic Apostille was issued.</p> <p><u>Switzerland</u>: Sept cantons: électronique; autres cantons: fichier papier.</p> <p><u>Ukraine</u>: The form of the register varies depending on Central Authority, maintaining it.</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
c) How is the register maintained?	
<p><u>Each Competent Authority maintains its own register</u></p> <p><u>Costa Rica</u>: It is necessary to clarify that there is only one Competent Apostille Authority in Costa Rica.</p>	<p>Argentina, Austria, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hungary, Japan, Mexico, Monaco, Namibia, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Switzerland, Ukraine, United States of America. [29]</p>
<p><u>Competent Authorities maintain a common register</u></p>	<p>Australia, Belgium, Colombia, Denmark, Hong Kong, Latvia, Macao, Malta, Peru, Romania, Spain, United Kingdom. [12]</p>
d) How long do Competent Authorities retain records of particulars in their register?	
<p><u>Less than one year</u></p>	<p>[0]</p>
<p><u>Between one and five years</u></p> <p><u>Mexico</u>: We destroy it.</p>	<p>Japan, Romania, Swaziland, Switzerland, Mexico. [5]</p>
<p><u>Between five and ten years</u></p> <p><u>Austria</u>: Answer applies to the Court Register.</p>	<p>Austria, Bosnia and Herzegovina, Germany, Greece (MoI), Switzerland.</p>

	[5]
<u>Ten years or more</u>	Croatia, Cyprus, Czech Republic, Germany, Hong Kong, Hungary, Malta, Namibia, Romania, Ukraine, Slovakia, Slovenia, Spain, Switzerland. [14]
<u>Indefinitely</u> <u>New Zealand</u> : An archiving plan will be implemented but at this stage there is plenty of storage capacity and we have not had to limit the eRegister. We have deliberately not added scans of Apostilles or underlying documents to the eRegister in order to maximise the storage capacity. <u>United Kingdom</u> : UK's electronic database was established in 2003 and all records will be retained indefinitely. All paper Apostille counterfoils issued prior to 2002 have been destroyed.	Argentina, Australia, Azerbaijan, Belgium, Bulgaria, Colombia, Costa Rica, Finland, Georgia, Germany, Hungary, Latvia, Macao, Monaco, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, United Kingdom. [21]
<i>Comments:</i> <u>Hungary</u> : Depending on the issuing authority. <u>Romania</u> : For court documents, according to the archives nomenclature approved by the Minister Order no. 3149/C/29.10.2010, the requests are kept for 5 years and the register has a permanent timeframe. <u>Switzerland</u> : Cela dépend des cantons. <u>United States of America</u> : Responses from U.S. states varied.	
9.2 Checking the register	
a) Frequency of requests to check the register	
<u>Never</u> <u>Costa Rica</u> : Due to the recent accession of Costa Rica to the Convention, we do not have yet the requests to verify the apostilles that have been issued.	Colombia, Costa Rica, Germany, Hungary, Japan, Latvia, Macao, Malta, Mexico, Monaco, Portugal, Romania, Swaziland, Switzerland, United States of America. [15]
<u>Once per year</u>	Cyprus, Czech Republic, Denmark, Finland, Poland, Romania, Slovenia, United States of America. [8]
<u>Twice per year</u>	Romania, Slovenia, United States of America. [3]

<p><u>Between 3 and 5 times per year</u></p> <p><u>Austria</u>: Answer applies to the Landesgericht für Zivilrechtssachen Wien.</p>	<p>Austria, Hong Kong, Romania, United States of America. [4]</p>
<p><u>Between 5 and 10 times per year</u></p>	<p>Argentina, Switzerland, United Kingdom. [3]</p>
<p><u>More than 10 times per year</u></p> <p><u>New Zealand</u>: Since April 2010, when the e-Register was established, there have been 2,145 e-Register requests.</p>	<p>New Zealand, Romania, Ukraine. [3]</p>
<p><u>Unknown</u></p> <p><u>Namibia</u>: We will record the number of requests from now on.</p> <p><u>Peru</u>: We have the sistem of verification from the beginning of the activities of apostille.</p>	<p>Australia, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Georgia, Germany, Greece (MoJ), Namibia, Peru, Republic of Moldova, Romania, Slovakia, Spain. [15]</p>
<p><i>Comments:</i></p> <p><u>Germany</u>: La pratique varie dans les différents Länder fédéraux.</p> <p><u>Switzerland</u>: Cela dépend des cantons.</p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
<p><i>Only for States in which Competent Authorities keep an e-Register</i></p>	
<p>b) Does your State have statistics on how frequently the e-Register is consulted?</p>	
<p><u>Yes</u></p> <p><u>New Zealand</u>: Since April 2010, when the e-Register was established, there have been 2,145 e-Register requests.</p> <p><u>United States of America</u>: Colorado - 601 from inception on April 1, 2011 through March 9, 2012.</p>	<p>New Zealand, Spain, United States of America. [3]</p>
<p><i>Has the implementation of an e-Register led to more Apostilles being checked against the register?</i></p>	
<p><u>Yes</u></p> <p><u>New Zealand</u>: Prior to implementing the e-Register we received 1-5 Register queries per year.</p>	<p>New Zealand. [1]</p>
<p><u>No</u></p>	<p>Costa Rica, Romania. [2]</p>

<p style="text-align: center;"><u>No</u></p> <p><i>States that have answered "no" but do not keep an e-Register are not included.</i></p> <p><u>Mexico</u>: The system is new so we can't do that for now.</p>	<p>Belgium, Bulgaria, Colombia, Georgia, Hong Kong, Mexico, Peru, Republic of Moldova. [8]</p>
<p style="text-align: center;"><i>Comments:</i></p> <p><u>United States of America</u>: Responses from U.S. states varied.</p>	
Section 10 – The effect of Apostilles	
10.1 Apostilles issued in your State	
a) Have Apostilles or e-Apostilles issued in your State been rejected in another Contracting State?	
<p style="text-align: center;"><u>Yes, on what grounds:</u></p> <p><u>Namibia</u>: We seldom experience problems with other States on the Apostille format.</p> <p><u>Spain</u>: This took place at the beginning of the e-Apostille implementation.</p> <p><u>Switzerland</u>: Cela est arrivé de façon exceptionnelle dans cinq cantons. Les raisons étaient: faute orthographe dans l'écriture du mot "notaio"; Apostille trop petite; signature illisible.</p> <p><u>United Kingdom</u>: We have now introduced a square Apostille so issue regarding shape now resolved.</p>	<p>Australia, Austria, Belgium, Colombia, Germany, Israel, Latvia, Monaco, Namibia, New Zealand, Romania, Spain, Switzerland, Ukraine, United Kingdom, United States of America. [16]</p>
<i>The Apostille was not square-shaped</i>	Belgium, Germany, Israel, New Zealand, Spain, United Kingdom, United States of America. [7]
<i>The Apostille did not have sides at least nine centimetres long</i>	Germany, New Zealand, Switzerland, United States of America. [4]
<i>The Apostille did not have a border</i>	Belgium, Ukraine, United Kingdom, United States of America. [4]
<i>The colour of the ink used to print the Apostille</i>	[0]
<i>The Apostille was signed other than by hand ("wet" signature)</i>	United States of America. [1]
<i>The Apostille was not signed at all</i>	Austria, Romania. [2]
<i>The Apostille was issued in electronic form (an e-Apostille)</i>	Austria, Colombia, New Zealand, Spain. [4]
<i>The manner in which the Apostille was numbered</i>	[0]
<i>The manner in which the Apostille was affixed to the underlying document</i>	Monaco, Namibia, United

<u>Monaco</u> : Non utilisation de rubans. <u>Namibia</u> : It was not tied with the ribbon, but stapled. <u>United States of America</u> : Staples were rejected.	States of America. [3]
<i>The Apostille was physically detached from the underlying document</i>	Colombia, Namibia, Romania. [3]
<i>The underlying document was not a public document under the law of the State of destination</i>	Romania, Ukraine. [2]
<i>The person that signed the underlying document no longer acts in the capacity certified in the Apostille</i>	Ukraine. [1]
<i>The Apostille did not certified the authenticity of the signature or the capacity in which the person signing the underlying document had acted, whether or not the document was signed (i.e., standard informational item No 2 and 3 are not filled in)</i>	[0]
<p><i>Other</i></p> <p><u>Australia</u>: The Authority stated the apostille had expired (over 12 months since issue). <u>Colombia</u>: Some countries like Spain, Argentina, Germany, South Africa, Russia, Mexico, Italy, Peru, etc., do not accept the electronic apostille issued by Colombia because they consider it as a photocopy. <u>Germany</u>: La République slovaque n'a pas accepté une apostille délivrée par le vice-président d'un tribunal régional au motif que les apostilles n'auraient pas été émises par les services notifiées par l'Allemagne en vertu des dispositions de l'article 6 de la Convention seraient désignées comme autorités compétentes pour apostiller le ministère de la Justice, le président du tribunal régional (et non pas leurs adjoints). - défaut du numéro du dossier. - L'État contractant considéra l'apostille comme périmée (elle avait été apposée 6 mois auparavant). - L'Ukraine conteste les apostilles du ministère de la Justice du Land. <u>Latvia</u>: As there is no such an institution as sworn translator in Latvia, the signature of a translator must be certified by notary. Nevertheless in some cases the certification of signature of the translator has been requested. The issue was solved with a relevant state. <u>Monaco</u>: Le sceau ne dépasse pas le cadre de l'apostille, ce qui entraîne des risques de fraudes car la personne peut alors décoller l'apostille du document et la recoller sur un autre document. <u>New Zealand</u>: The Apostille was on a notarised copy of a document and not the original document. The Apostille was not accepted as the receiving authority asserted that the document needed to be verified by their Embassy in our country. <u>United Kingdom</u>: Elements of the Apostille not completed by entering Not Applicable where relevant. This issue has now been resolved. We have also had customers request the re-issue of an Apostille because it has been rejected as 'expired' by the recipient authority. <u>United States of America</u>: The lack of wax seal or grommet, and the age of the document.</p>	Australia, Colombia, Germany, Latvia, Monaco, New Zealand, United Kingdom, United States of America. [8]
<p style="text-align: center;"><u>No / unknown</u></p> <p><u>Costa Rica</u>: Due to the recent accession of Costa Rica to the Convention, we do not have yet that kind of information. <u>Mexico</u>: Only local apostilles.</p>	Argentina, Austria, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus, Czech

	Republic, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Japan, Macao, Malta, Mexico, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, Switzerland. [30]
b) If an Apostille was rejected, what action was taken?	
<u>The receiving authority was contacted</u>	Belgium, Colombia, Latvia, Monaco, Namibia, New Zealand, Romania, Spain, Ukraine, United States of America. [10]
<u>The Permanent Bureau was contacted</u>	Belgium, Colombia, Germany, Spain, United States of America. [5]
<u>No action taken</u>	Bulgaria, Macao, Romania, United States of America. [4]
<u>Other</u> <i>States that answered "unknown" or "no such case" are not included.</i> <u>Australia</u> : Reissued the Apostille. <u>Cyprus</u> : The applicant was advised to contact the competent authority. <u>Germany</u> : Emission d'une nouvelle apostille. <u>Israel</u> : Checking with the consulate. <u>Namibia</u> : We simply revisit the one issued and issue a new one if there were any defects. <u>New Zealand</u> : Information about the Convention was provided to the applicant to help them advise the receiving authority. We advise the applicant that we can help by contacting the Permanent Bureau, should it come to that. A letter was sent to the receiving authority. <u>Peru</u> : We ask for verification (apostille and document). <u>Switzerland</u> : Une nouvelle apostille a été émise. <u>United Kingdom</u> : UK manually issued a square apostilles for the authority in question. No longer an issue as the UK has issued a new square, trilingual Apostille. <u>United States of America</u> : Some states responded that they explain the process to customer either verbally or in writing, or ask for assistance from U.S. Dept. of State. Washington state issues another apostille in the manner requested if possible.	Australia, Cyprus, Germany, Israel, Namibia, New Zealand, Peru, Switzerland, United Kingdom, United States of America. [10]

c) Has your State received any requests by the authorities in another Contracting State to certify or confirm its procedure for issuing Apostilles?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Colombia</u>: Some authorities in Spain and Argentina are requesting the certification about electronic colombian apostille.</p> <p><u>Spain</u>: The authenticity of the Apostille is certified by the competent authority.</p> <p><u>Switzerland</u>: Sept cantons ont répondu qu'ils ont été contactés pour confirmer la véracité d'un timbre ou d'une signature. Les autorités cantonales ont alors confirmé leur timbre/signature ou ont envoyé par fax un spécimen de signature pour comparaison.</p> <p><u>Ukraine</u>: Request on confirming the fact of issuing the Apostille on the ground of information, which is contained in the register of issued Apostilles.</p> <p><u>United States of America</u>: Some states reported receiving authorities requesting letters explaining the process and the manner of attachment or letters certifying the Apostille when additional text is added outside the box.</p>	Colombia, Israel, Spain, Switzerland, Ukraine, United States of America. [6]
<p style="text-align: center;"><u>No</u></p> <p><u>Slovakia</u>: C'était seulement les diplômes qui avaient été contrôlés comme ça parfois.</p>	Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoJ), Hong Kong, Hungary, Japan, Macao, Malta, Mexico, Monaco, Namibia, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, United Kingdom. [31]
<p style="text-align: center;"><u>Comments</u></p> <p><u>Australia</u>: Not known.</p> <p><u>Colombia</u>: Is necessary the support the permanent office the convention for the acceptance in all members countries of the e-Apostille. Taking into account that it can be verified on line, in the web site: www.cancilleria.gov.co/apostilla.</p>	
10.2 Foreign Apostilles produced in your State	
a) On what grounds has a foreign Apostille been rejected in your State?	
<u>The Apostille was not square-shaped</u>	Germany, Israel. [2]

<u>The Apostille did not have sides at least nine centimetres long</u>	Austria, Belgium, Germany. [3]
<u>The Apostille did not have a border</u>	[0]
<u>The colour of the ink used to print the Apostille</u>	[0]
<u>The Apostille was signed other than by hand ("wet" signature)</u>	Bosnia and Herzegovina, Germany. [2]
<u>The Apostille was not signed at all</u>	Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Costa Rica, Czech Republic, Finland, Germany, Romania, Ukraine. [10]
<u>The manner in which the Apostille was numbered</u>	[0]
<u>The manner in which the Apostille was affixed to the underlying document</u> Peru: Staples	Namibia, Peru. [2]
<u>The Apostille was physically detached from the underlying document</u>	Azerbaijan, Czech Republic, Finland, Germany, Namibia, Peru, Ukraine. [7]
<u>The underlying document was not a public document under the law of your state</u>	Bosnia and Herzegovina, Germany. [2]
<u>The person that signed the underlying document no longer acts in the capacity certified in the Apostille</u>	Bosnia and Herzegovina, Germany, Malta. [3]
<u>The Apostille does not certify the authenticity of the signature or the capacity in which the person signing the underlying document had acted, whether or not the document was signed (i.e., standard informational items n°2 and 3 are not filled in)</u>	Azerbaijan, Belgium, Czech Republic, Germany. [4]
<u>Other</u> <u>Costa Rica</u> : As a result of the accession of Costa Rica to the Convention, we have received apostilled documents with a date before the effective date (i.e. December 14th, 2011), which has caused these documents have been rejected. However, we have received the precise instruction from the Hague Conference on Private International Law that Costa Rica must recognize these documents even though they got their apostilles before the effective date.	Costa Rica, Malta. [2]
<u>None of the above / unknown</u> <u>Japan</u> : It is up to each individual authority concerned to decide whether or not to reject foreign Apostilles for any reason; thus no integrated information on rejection is available. <u>United Kingdom</u> : The UK does not require an Apostille to be placed on a foreign document to be used in the UK.	Argentina, Australia, Colombia, Croatia, Cyprus, Denmark, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Japan, Latvia, Macao, Malta, Poland,

	Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Swaziland, United Kingdom, United States of America. [25]
<p style="text-align: center;"><i>Comments:</i></p> <p><u>Colombia</u>: We have not denied any apostille.</p> <p><u>Czech Republic</u>: Before rejection it would be verified at the authority which issued the Apostille whether the Apostille was lawfully issued by the State of origin.</p> <p><u>Mexico</u>: We don't have foreign apostilles.</p> <p><u>Monaco</u>: A ce jour, aucun refus n'a été porté à la connaissance de l'autorité centrale.</p> <p><u>New Zealand</u>: We do not collect information on the use of foreign Apostilles in New Zealand.</p> <p><u>Switzerland</u>: Nous ne pouvons donner de réponse à cette question, puisque nous ne serions pas informés au cas où de telles situations devaient se produire.</p> <p><u>Ukraine</u>: The Competent Authorities do not gain the information on such cases, thus the answers can be incomplete.</p>	
b) Are there time limits on the effect of foreign Apostilles and/or foreign public documents that are produced in your State?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Costa Rica</u>: However we do not apply the restriction to the apostille itself but to the type of document, which can expire according to the law governing this matter.</p> <p><u>Namibia</u>: Apostilles issued on a single status certificate is only valid for six months.</p> <p><u>Switzerland</u>: Il n'y a pas de critères fixes; chaque autorité dispose du pouvoir d'appréciation.</p>	Costa Rica, Namibia, Switzerland, Romania. [4]
<p style="text-align: center;"><u>No</u></p> <p><u>Latvia</u>: Time limits can be on the effect for certain public documents (for example, certificates of marital status are valid for 6 months), not to Apostille itself.</p> <p><u>Spain</u>: The expiry of apostille is linked to the expiry of the document itself. If the document does not expire, nor does the apostille.</p>	Argentina, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Colombia, Croatia, Cyprus, Czech Republic, Denmark, Finland, Georgia, Germany, Greece (MoJ), Hong Kong, Hungary, Israel, Latvia, Macao, Malta, Mexico, Monaco, New Zealand, Peru, Poland, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United

	Kingdom, United States of America. [37]
<p><i>Comments:</i></p> <p><u>Japan</u>: It is up to each individual authority concerned to decide whether or not to reject foreign Apostilles for any reason; thus no integrated information on rejection is available.</p> <p><u>Switzerland</u>: En général, pas d'information disponibles à ce sujet, vu que seulement les Autorités compétentes pour émettre des Apostilles ont participé aux réponses de ce questionnaire. Elles ne sont en général pas "autorité de destination".</p> <p>Le problème ne consiste pas dans l'âge de l'Apostille, mais dans l'âge de l'acte public lui-même. P.ex. dans certains cas, les extraits de l'état civil datant de plus de 6 mois ne sont plus valables ou utilisables. En général, chaque autorité à qui un document apostillé est présenté a le pouvoir d'appréciation pour décider à partir de quand le document lui-même n'est plus accepté à cause de son âge. La date de l'Apostille est seulement un des critères d'appréciation.</p>	
Section 11 – The e-APP	
11.1 Implementation	
a) Has either component of the e-APP been implemented?	
<u>Yes</u>	Belgium, Bulgaria, Colombia, Costa Rica, Georgia, Mexico, New Zealand, Peru, Republic of Moldova, Spain, United States of America. [11]
<i>The e-Apostille component</i>	Colombia, New Zealand, Spain. [3]
<i>The e-Register component</i> Colombia: www.cancilleria.gov.co/apostilla Costa Rica: http://www.rree.go.cr/index.php?sec=servicios%20al%20publico&cat=servicios%20en%20linea&cont=726 Georgia: http://Apostille.cra.ge . Mexico: www.dicoppu.gobernacion.gob.mx . New Zealand: www.dia.govt.nz/apostille . Peru: https://apostillaconsulta.rree.gob.pe/consulta/frmConsultaApostilla.aspx . Republic of Moldova: http://apostila.gov.md/ . United States of America: Multiple U.S. states.	Belgium, Bulgaria, Colombia, Costa Rica, Georgia, Mexico, New Zealand, Peru, Republic of Moldova, Spain, United States of America. [11]
<u>No</u>	Argentina, Australia, Austria, Azerbaijan, Cyprus, Czech

	<p>Republic, Denmark, Finland, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Israel, Japan, Latvia, Macao, Malta, Monaco, Namibia, Poland, Portugal, Romania, Slovakia, Slovenia, Swaziland, Switzerland, Ukraine, United Kingdom. [29]</p>
<p>Only for States that have not implemented either component of the e-APP</p> <p>b) Has the e-APP been studied?</p>	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Hong Kong</u>: Further study is needed.</p> <p><u>Monaco</u>: La législation monégasque a évolué puisque le projet de loi sur le commerce et la preuve électroniques a été adopté sous la forme d'une loi intitulée loi sur l'économie numérique. Des dispositions de cette loi ont permis l'introduction en droit interne de la reconnaissance juridique de l'écrit et de la signature numériques. En revanche, des textes de mise en oeuvre de la loi doivent encore être établis.</p>	<p>Argentina, Australia, Austria, Cyprus, Czech Republic, Denmark, Finland, Germany, Greece (MoJ), Hong Kong, Hungary, Israel, Macao, Monaco, Namibia, Portugal, Romania, Slovakia, Slovenia, Ukraine, United Kingdom, United States of America. [22]</p>
<p><i>And both components are being considered for implementation</i></p> <p><u>Australia</u>: DFAT is currently undertaking a scoping study into the implementation of the e-app and e-register.</p> <p><u>Czech Republic</u>: First, the e-Register should be implemented and subsequently the e-Apostille component.</p> <p><u>Greece (MoJ)</u>: Electronic signature has not yet established.</p> <p><u>Slovakia</u>: Nous sommes en train d'examiner la possibilité d'introduction d'un e-registre en tant que première composante. Possibilité d'e-apostille dans la phase suivante.</p> <p><u>Slovenia</u>: In autumn this year Slovenian courts will start to use e-register and e-Apostille.</p> <p><u>Ukraine</u>: Nowadays, technical aspects of implementation of electronic register of apostilles and affix apostilles are studying.</p> <p><u>United States of America</u>: Oregon - want to contact Spain about their e-app module.</p>	<p>Australia, Austria, Cyprus, Czech Republic, Finland, Greece (MoJ), Hungary, Israel, Namibia, Slovakia, Slovenia, Ukraine, United States of America. [13]</p>
<p><i>And only the e-Apostille component is being considered for implementation</i></p> <p><u>Macao</u>: The implementation of the e-APP is being considered. However, some more information/experience is necessary. Studies on the best way to fully develop and implement the e-Government policy – which was launched in the Macao SAR in 2000 - still are in course. It is not deemed appropriate to separate the</p>	<p>Macao, Romania. [2]</p>

question of electronic Apostilles from all the rest.	
<i>And only the e-Register component is being considered for implementation</i> <u>United States of America</u> : Georgia.	United Kingdom, United States of America. [2]
<i>But neither component is being considered for implementation</i> <u>United States of America</u> : California-Other automation projects are in the works; not enough resources. The current system works in conjunction with our notary database.	Argentina, Germany, United States of America. [3]
<u>No</u> <u>Latvia</u> : The implementation of e-APP is not planned for now. <u>Poland</u> : According to Polish law a copy cannot be considered a document.	Greece (MoI), Latvia, Malta, Poland, Swaziland [5]
<i>Comments:</i> <u>Switzerland</u> : Le gouvernement suisse est conscient de l'apport que les solutions informatisées peuvent fournir aux services de l'administration, aussi dans le cadre des apostilles. Une introduction de l'e-Apostille sera examinée en temps voulu.	
c) Are there any issues (legal or otherwise) that may affect the implementation of the e-APP?	
<u>Yes</u> <u>Belgium</u> : Disponibilités des moyens techniques. <u>Czech Republic</u> : Money and lack of human resources (connected with effects of the financial crisis); the possibility of increasing the number of Competent Authorities. For e-Apostilles the legislation will probably have to be modified. <u>Israel</u> : Protection of privacy. <u>Mexico</u> : The system is new and poses practical challenges. <u>Monaco</u> : CF. réponse au point précédent. <u>Poland</u> : According to Polish law a copy cannot be considered a document.	Belgium, Czech Republic, Israel, Mexico, Monaco, Poland. [6]
<u>No / unknown</u> <u>Hong Kong</u> : Further study is needed. <u>United States of America</u> : Many states reported funding resources and IT abilities create a problem for implementation.	Argentina, Australia, Austria, Bulgaria, Colombia, Cyprus, Denmark, Finland, Georgia, Germany, Greece (MoI), Greece (MoJ), Hong Kong, Hungary, Latvia, Macao, Mexico, Namibia, New Zealand, Peru, Portugal, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Switzerland, Ukraine, United Kingdom, United States of

	America. [31]
Section 12 – Other	
12.1 Additional comments and information	
b) Any additional comments or information?	
Les réponses aux points 5.2 a), 6.4 b), 6.6.a), 6.6.d), 7.1.a), 7.2 e), 8.1.b), 9.1.d) et).9.2.a) résultent du système fédéral de la République fédérale d'Allemagne. L'exécution incombe aux différents Länder fédéraux. Il y a lieu d'ajouter encore que les actes concernant l'État civil relèvent de la responsabilité du Ministère fédéral de l'Intérieur.	Germany. [1]
c) Any suggestions on specific topics or practical issues for the 2012 Special Commission?	
<p style="text-align: center;"><u>Yes</u></p> <p><u>Argentina</u>: Besides the topic of evolution of the Apostille, in order to obtain better benefits for users, also we should discuss the issue of false documents.</p> <p><u>Austria</u>: Issuance of apostilles on certified copies.</p> <p><u>Azerbaijan</u>: Creation of a common register or database containing seals/stamps/signatures of all Contracting Parties of the Apostille Convention.</p> <p><u>Belgium</u>: Faute d'orthographe dans l'apostille (entête). Évaluation des moyens pour la mise en œuvre de l'e-apostille.</p> <p><u>Colombia</u>:</p> <ol style="list-style-type: none"> 1. It is necessary to discuss the applicability of the Convention to commercial and customs documents. 2. It is necessary to discuss the acceptance of the Colombian electronic apostille. <p><u>Costa Rica</u>: It is important to discuss the following:</p> <ol style="list-style-type: none"> 1.- The exceptions regarding the documents considered as commercial and customs. It is necessary to remove the options that each State has to process via any legislation or apostille process these kinds of documents. 2.- It is important to unify the apostille format for all the signatory States. 3.- Unify the printing in several universal languages. <p><u>Mexico</u>:</p> <ol style="list-style-type: none"> 1. Unification of procedures of the Apostille in Mexico, as a single Federal Apostille. 2. Use of Spanish, French and English in addition to the inside of the convention, due to the large number of Spanish speaking countries. 3. Results of the topics covered in the 1st National Symposium on Document Apostille and legalization of signatures. 4. Possibility of organizing a conference in Mexico, accompanied by the Hague and the Ministry of Foreign 	Argentina, Austria, Azerbaijan, Belgium, Colombia, Costa Rica, Mexico, Namibia, Switzerland. [9]

<p>Affairs to raise awareness on the implementation of the treaty in Mexico and revision of delegatorys agreements.</p> <p><u>Namibia</u>: The format of the Apostille if a stamp is used on the face or back of the document; The classification of public document and commercial documents; The e-Apostille format and how to go about; competent authorities for signature; The manner in which Apostille is affixed to underlying documents; Apostilles being challenged by courts.</p> <p><u>Switzerland</u>: Trois questions ont été évoquées par deux cantons. Nous les reprenons ici, tout en laissant au Bureau Permanent le soin de décider s'il s'agit là de questions à aborder lors de la Commission spéciale:</p> <ul style="list-style-type: none"> - Comment doit procéder un client à qui une Apostille valable a été délivrée mais que cette dernière est refusée à l'étranger? - Quelle est la durée de validité des apostilles? Y a-t-il des différences de pays en pays? - Est-ce qu'il y a, dans certains Etats, des listes des documents qui doivent impérativement être revêtus d'une apostille pour être reconnus (p.ex. extraits du registre de mariages)? Une telle liste serait intéressante car dans ce cas, on pourrait directement apposer une apostille sur ce document chaque fois qu'un extrait est commandé pour présentation à l'étranger. 	
<p><u>No</u></p>	<p>Australia, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Germany, Finland, Hungary, Malta, New Zealand, Poland, Republic of Moldova, Romania, Slovakia, Slovenia, Spain, Swaziland, Ukraine, United Kingdom, United States of America. [20]</p>