

Document Authentication Checklist

Clients are responsible for contacting the relevant Consulate, High Commission or Embassy prior to requesting document authentication to understand requirements.

Document processing times are 3-5 business days. All mail-in authentications will be returned via regular mail. You may submit your documents along with a prepaid envelope, electronic waybill or arrange for a courier to ensure your return mail can be tracked.

Fee: \$50 per apostille certificate issued or per signatory listed on document(s). **Same day service is not available.**

Client Information

First Name		Last Name	
Telephone Number		Email Address	
Street Address		City	
Province	Postal Code	Country	

Payment Options (select one):

- In person (drop off) Over the phone (credit card)
 In person (pick up)

Payment Information (select one):

- Credit Card Cheque*
 Debit Card Money Order*

***Make all cheques and money orders payable to: Minister of Finance.**

Document Return Instructions (select one):

- Please call me when the document(s) are ready for pickup.
 Another person will pick up my document(s): _____ (Name).
 Please mail document(s) back to me.

Document Instructions: The client is responsible for specifying how documents should be packaged.