



Canada's National Notary Public Company

### Authentication & Legalization a.k.a. Apostille

When documents are notarized in Canada for use abroad, such documents must go through a process of "**authentication**" and "**legalization**" in order for them to become valid in the foreign jurisdiction. The combined process of "authentication" and "legalization" is the Canadian equivalent of "apostille certificates" that are issued in countries that are signatories to "The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents (1961)." As Canada is not a signatory to this convention, notaries in Canada do not provide "apostille certificates." However, in most circumstances (depending on the country and document in question), Red Seal Notary can provide you with authentication and legalization services, whereby, we will have your notarized documents authenticated and/or legalized for a fee. (For details regarding our fees for this service, please see below.)

#### GLOSSARY:

**Notarization:** is the certification by a notary public that a document was signed under oath/affirmation/declaration and that the identity of the signing party has been verified. Notarization is intended to prevent fraud. A notary does not verify that the information or statements contained in a document are true or accurate. The person signing is responsible for the content of the documents. The notary certifies only the identity of the signer.

**Authentication:** Some governments and organizations require that foreign documents be authenticated before they can be accepted. Authentication is the process through which the provincial and/or federal government verifies a notarial seal and signature, placing a certificate/stamp over the notarized or certified document.

**Legalization:** verifies the document's signatures and seal of the provincial and/or federal government. A separate consular/embassy seal/stamp is placed on the document.

Authentication and Legalization do not attest to the authenticity of the contents of a document. They verify the seal and signature of the issuing authority (notary public/lawyer and/or federal /provincial government).

#### **RED SEAL NOTARY PROVIDES THE FOLLOWING SERVICES:**

##### Notarization of documents & certified copies of original documents by a notary/lawyer

- A notary public or lawyer must seal each individual page of the document and sign where applicable.
- A specimen of the notary/lawyer's seal, signature, and address on a piece of paper is essential.
- A photocopy of the notary/lawyer's membership card or certificate of appointment is also required. (Membership cards or certificates are issued when they first become notaries/lawyers.)

**Call 1-888-922-7325 to set up an appointment with a notary public.**

##### Authentication - Provincial Government

Some documents require provincial government approval, depending on the foreign authority requirements. Red Seal Notary's head office can process authentications with the provincial government. **Note:** Some documents may have to be processed in a different city or province. Red Seal Notary can complete this stage in a few business days.

##### Authentication - Federal Government of Canada

Most documents require federal government or both federal and provincial government approval, depending on the foreign authority requirements. This step normally takes up to 25 business days (5 weeks) if done by the client. However, Red Seal Notary can process this in two weeks or less with a local, rush-service agent, provided the documents were properly executed during the first stage.

##### Legalization - Consulate/Embassy of the Foreign Country

Red Seal Notary will have your documents legalized with the foreign embassy/consulate in Canada. Processing time depends on the documents and varies with each consulate and jurisdiction. Some documents may require processing in a different province.

**\*Please scroll down to see "Client Instructions."**

## **CLIENT INSTRUCTIONS**

### **1. Notarizations and/or Certifications by a Notary Public/Lawyer**

**Applicable sections of a document must be notarized by a notary public/lawyer prior to authentication & legalization. A commissioner of oaths will not be acceptable.** For documents consisting of more than one page, the seal must be embossed through the entire document. This is required by most foreign representatives to ensure no pages were lost or replaced.

#### **Certified or Notarial Copies of Originals**

Simply send your original document to Red Seal Notary's head office. Original documents are required in order to make certified/notarial copies.

#### **Government Certified Copies issued by Vital Statistics, Vital Records Office, and Registry Offices (Birth, Marriage, Death Certificates, etc.)**

Government certified originals from the above government authorities can be authenticated and legalized without using a notary public. Therefore notarizations/certified copies will not be needed. If you prefer to keep the government documents for your own records, Red Seal Notary will make a certified/notarial copy of the original instead. Original documents are still required in order to make certified/notarial copies.

**Note:** Before sending your documents to our head office, please contact a Red Seal Notary representative. Please, also, inform the foreign country that is requesting your documents to ensure completeness, as some consulates/embassies require additional steps.

### **2. Along with your document(s), please also include a copy of your passport and a cover letter with the following information:**

1. Contact Information (contact name, client name, company name, phone number, fax, email, etc.).
2. Department/organization/agency requesting authentication/legalization of your document(s) and for what purpose.
3. Foreign country requesting the document(s).
4. Document's place of origin (eg. certificate from India, diploma from USA, etc.)
5. Include your credit card number (Visa, Master Card, or Amex) in the cover letter. (Please note: your credit card will be charged when your documents are received at our office. The work on your file will begin immediately.)
6. Return address for the documents. (Please provide us with your shipping account number if you have one, or we will charge shipping to your credit card.)
7. How you would prefer to receive your receipt (by mail, email, fax).
8. Any additional information you would like to include pertaining to your situation that may be important.
9. If you require translations of your document(s), there will be an additional charge. Please include instructions, the language translation you require, and which version of the document you will need authenticated and legalized.

### **3. Sending the Documents:** After you have completed all of the above, you can hand deliver or ship your documents to our head office. Please contact Red Seal Notary before sending us your documents to ensure you have covered everything.

#### **Please send all packages to:**

**Red Seal Notary Inc.  
25 Adelaide Street East, Suite 100  
Toronto, Ontario, Canada  
M5C 3A1**

#### **Please Note:**

We cannot guarantee the processing time of your documents. Various factors affect the time in which authentications and legalizations are completed. These factors include the jurisdiction where the document was notarized, the authentication and legalization demands of the government, consulate or embassy processing times, courier times to other cities or provinces, and the number of documents that must be processed. However, we will do everything possible to expedite the process for you. Authentications and Legalizations are done exclusively through our head office.

\*Please scroll down to see "Fee Breakdown."

## FEE BREAKDOWN

### Notarizations and Certifications

- 1<sup>st</sup> notarization or certification: **\$49.00-\$59.00**
- Subsequent notarizations or certifications: **start at \$25.00 and decrease by one dollar**

### Authentication Service Fees - Provincial/Federal Authorities

- 1<sup>st</sup> document for authentication: **\$149.00 (plus applicable government fees for stamps and/or seals)**
- Subsequent/additional documents: **\$49.00 each (plus applicable government fees for stamps and/or seals)**
- Processing time with the Federal Government, Foreign Affairs and International Trade, normally takes 25 business days (5 weeks), plus shipping times. However, Red Seal Notary's courier will take your documents to Foreign Affairs in person, cutting processing time down to two weeks or less, give or take a few days.
- However, Red Seal Notary's courier will take your documents to Foreign Affairs in person, cutting processing time down to 2 business days.

### Legalization Service Fees - Embassy/Consulate

- 1<sup>st</sup> document for legalization: **\$149.00-\$249.00 (plus applicable fees at the embassy/consulate for stamps and/or seals and money orders)**
- Subsequent/additional documents: **\$49.00-\$99.00 each (plus applicable fees at the embassy/consulate for stamps and or seals, plus administration fees and fees for money orders.)**
- We will save you a trip to the bank by purchasing all required money orders for the stamps. If you wish to supply your own money order to purchase the stamps, please advise the customer service representative who is working on your file.)
- 1<sup>st</sup> document for legalization: **\$149.00 (plus applicable fees at the embassy/consulate for stamps and/or seals and money orders)**
- Subsequent/additional documents: **\$49.00 each (plus applicable fees at the embassy/consulate for stamps and or seals, plus administration fees and fees for money orders.)**
- Please note for the Embassy of Russia the first document is **\$249.00, Subsequent/additional documents: \$99.00 each (plus applicable fees at the embassy/consulate for stamps and/or seals and money orders)**
- If you wish to supply your own money order to purchase the stamps, please advise the customer service representative who is working on your file.)
- Processing time with the Consulates and Embassies can take 1-10 business days plus applicable shipping times when delivered in person by one of our specialists.
- Please contact a Red Seal Notary specialist to get a time estimate on your file depending on the country.
- We are able to assist clients that have strict deadlines. Please contact an agent to discuss your situation. We are always here to help.

### Red Seal Notary Courier Service

Red Seal Notary provides a walk-in courier service, whereby our courier will personally deliver your documents to the authentication office and embassy/consulate. This is much faster than mailing your documents to the authentication office or embassy/consulate. **(The cost for this service is \$50.00.)**

### Billing

Once the required documents are received, the Authentication & Legalization process will start immediately.

**Please Note:** Your credit card will be charged for all the known fees as detailed above. Once your file has been completed, an invoice will be prepared and sent out to you. The invoice will include all initial charges, as well as any additional fees that may have accumulated while the file was in progress. Your credit card will be charged for any outstanding amounts once your file is complete.

**Please Note:** In very rare circumstances, **some documents may be declined by the consulate or embassy** due to inadequate information from the client, a change in foreign requirement standards, or the document was not or could not be legalized. Embassies occasionally modify their standard procedures without notice.

In such cases, **an administration fee of \$100.00 will be charged to your account** to cover the services rendered, such as researching and obtaining information, trips made to the bank, consulate or embassy, and the administrative service time spent on your file.

**You will be charged in advance** for all fees related to the authentication and legalization services, including money orders, couriers, government and consular stamps, rush service, if applicable, etc. Should your documents be declined at the consulate or embassy, only legalization fees will be reimbursed to your account, including consular stamp fees.

**Please Note:** Once your documents have been authenticated and/or legalized by Red Seal Notary, your file is considered *complete* and *closed*. As such, **Red Seal Notary is not responsible or liable** if your documents are rejected by the organization or agency they are presented to or if you no longer require your documents.

#### **Shipping/Couriers, Bank Service Charges & Tax**

- **All shipping fees are additional.** If you have an account with a shipping company, you can provide Red Seal Notary with this account number.
- **Bank service charges of 5% for consulate fees, authentication fees, translations fees or any combinations thereof exceeding \$250 are automatically added.**
- **Tax is in addition to all fees.**

Please call 1-888-922-7325 or send an email to [info@redsealnotary.com](mailto:info@redsealnotary.com) for inquiries regarding notarization services and to book appointments.

\*Please scroll down to see "Frequently Asked Questions."

#### **FREQUENTLY ASKED QUESTIONS**

**Q: Why do I need to go through authentication and legalization?**

**A:** In Canada, documents that are required in a foreign country need authentication and legalization in order to be accepted, recognized and legal. In most countries this would be recognized as an "apostille." An apostille is a special seal applied by an authority to certify that a document is a true copy of an original. Apostilles are available in countries which signed the "Hague Convention Abolishing the Requirement of Legalization of Foreign Public Documents in 1961," commonly known as the "Hague Convention." As Canada did not sign this treaty, Canada cannot provide an "apostille certificate," but can provide authentication and legalization. For more information, please visit, [www.redsealnotary.com](http://www.redsealnotary.com), "Apostilles."

**Q: How do I know if I require authentication and legalization?**

**A:** The authority requesting the documents from you should advise you of their requirements before you send your documents to Red Seal Notary. Some authorities may only need a notarization or authentication, while others may require authentication plus a few different legalizations at different embassies.

**Q: What do I need to do prior to sending Red Seal Notary my documents?**

**A:** Your documents have to be properly notarized. A photocopy of the notary's membership or certificate and a specimen of the notary's seal and signature on a piece of paper, along with the notary's address, must also be provided (as the government notary sample may be outdated). For accuracy and efficiency, Red Seal Notary provides this service to clients. A cover letter must be sent with your document to our head office. Please see page 2 above for cover letter details.

**Q: How long does authentication take and do you provide a rush service?**

**A:** Depending on the volume, season, jurisdiction and requirements for your document, the authentication process can take up to five weeks, as Canada's federal government receives a large number of documents on a daily basis. However, Red Seal Notary provides a rush service for authentication, cutting the processing time down to two weeks or less, give or take a few days. **The rush service fee is \$50.00.**

**Q: Why is there a legalization range from \$149.00-\$249.00?**

**A:** Some consulates and embassies are more complex, and the process is lengthy and time consuming. Additional requirements, procedures or trips are often necessary. For example, a consulate may require us to physically and locally set up a meeting with them in order to have a document legalized, or additional trips to the bank may be necessary to cover additional consulate fees. Other situations may arise. In turn, the fees vary, depending on the requirements of each individual consulate or embassy.

