



Canada's National Notary Public Company

Apostille Canada

In this document you will find: Apostille Process Overview, Client Instructions and Fees

The Hague Apostille Convention has taken effect in Canada as of January 11, 2024, eliminating the legalization of documents by consular office of more than 120 countries who are signatories of this convention. Moving forward, authentication documents will include a standard certificate called an Apostille Certificate which will simplify the acceptance of Canadian public documents in these countries. Please [click](#) for a list of signatories.

There are however countries that are not signatories of The Hague Apostille Convention and therefore Canadian public documents that are to be used in these countries would be handled through the Authentication & Legalization Process. This simply means the document would be sent to the consular office of that country to be legalized after the authentication process is complete.

In most cases your document may need to be notarized prior to submission. Following this step, the document is sent to the appropriate authorities for authentication and receipt of the apostille certificate.

Please call 1-888-922-7325 or email us at info@RedSealNotary.com to speak with a member of our team.

GLOSSARY:

Notarization: is the certification by a notary public that a document was made as a certified true copy or 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 signee.

Apostille Certificate: is a certificate issued by the designated Canadian government authentication department upon review and completion of the authentication process. This certificate is recognized in foreign countries that are a member of The Hague Apostille Convention

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

Legalization: Verifies the Apostille Certificate and document's signatures and seal of the Canadian provincial or federal government. Once confirmed, 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).

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 submission

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

Original documents are required in order to make certified/notarial copies. Simply send your original document to Red Seal Notary's head office for certified copies to be made and sealed by the notary.

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. However, if you prefer to keep

the original government issued documents for your 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.

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 apostille, 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 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 apostilled, authenticated and legalized.
3. **Sending the Documents:** Upon completion of the above, please contact Red Seal Notary to confirm the foreign country that is requesting the documents and to ensure completeness as some government and consular offices may require additional information. Once confirmed, you can hand deliver or ship your documents to our head office where the apostille process is exclusively handled.

Please send all packages to:
Red Seal Notary Inc.
25 Adelaide Street East, Suite 100
Toronto, ON 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.

FEES

Notarizations and Certifications

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

Apostille Service - Provincial/Federal Authorities

- 1st document authentication: **\$149.00 + government fees for stamps and/or seals**
- Subsequent documents: **\$49.00 each + applicable government fees for stamps and/or seals**

Legalization Service - Embassy/Consulate

- 1st document legalization: **\$149.00-\$249.00 + consular fees for stamps and/or seals and money orders**
- Subsequent documents: **\$49.00-\$99.00 each + consular fees for stamps and/seals and money orders.**

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.)**

- Note: Processing time with the Federal Government, Foreign Affairs and International Trade, normally takes 25 business days (5 weeks) plus shipping times.

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.
- Applicable taxes will apply.

Billing

Once the required documents are received, the Apostille and Authentication & Legalization process will begin immediately.

Please Note:

1. Your credit card will be charged in advance for all known fees related to apostille and legalization process including money orders, couriers, government fees, rush service and translation if applicable. Once your file has been completed, a final invoice including all initial charges, as well as any additional fees that may have accumulated while the file was in progress will be prepared and sent to you and any outstanding balance will be charged to your credit card.
2. In rare circumstances, **some documents may be declined by the consulate or embassy** due to inadequate information from the client, a change in foreign requirement or procedural standards as consular offices occasionally modify such without notice. Should your documents be declined, only the legalization fees less an **administration fee of \$100.00 will be refunded**. The administration fee is to cover the administrative services rendered such as researching and obtaining information, trips made to the bank, consulate or embassy and time spent on your file.
3. Once your documents have been apostilled 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.