

# HOW TO APPLY FOR AN APOSTILLE



This guide outlines the main steps for preparing your document and applying for an apostille.

Visit the [Apostille | Gouvernement du Québec](#) page for more information.

## Before applying for an apostille

Check the requirements in the country your document will be sent to by writing to the embassy or consulate and asking:

- ✓ Does this document meet the requirements of the recipient country and body (e.g., regarding date of issue)?
- ✓ Is a translation required? Does the translation also need to be apostilled? If so, you would have to apply for two apostilles. See below for details on documents issued by **a person or private body having an establishment in Québec**.
- ✓ Is further legalization required for countries that are not party to the Apostille Convention?

## Conditions for getting an apostille

- ✓ The document must have been **issued in Québec**
- ✓ The document **must be an original or a certified true copy** made by the person or body that issued it



Certain documents cannot be apostilled due to their format (including cards such as driver's licences), their state (if they are illegible, glued, or laminated), or because the signature cannot be validated (due to the document's age, because it is unsigned, or because the name of the signatory is not listed).

## Preparing the document to be apostilled

The process may vary depending on who issued the document and its original language.

- Documents issued by a **public body in Québec**

No additional steps are required. Consult the [website](#) for additional information about each body.

**Examples of public documents:** divorce ruling issued by the court clerk; a birth certificate issued in 2015 or later by the Directeur de l'état civil; transcripts from a school recognized by the Ministère de l'Éducation du Québec.

## Preparing the document to be apostilled (Continued)

- Documents issued by a **notary** (notarial act en minute)

An **authenticity certificate from the Chambre des notaires du Québec** is required for acts notarized in Québec.

- Document issued by a **person or private body having an establishment in Québec**

You must obtain an **official certificate** from a lawyer or notary and a **certificate authenticating their signature** issued by their professional order. This can be:

- ✓ A **signature authentication from the Barreau du Québec** (lawyer)
- ✓ An **authenticity certificate from the Chambre des notaires du Québec** (notary)



If the document is **written in a language other than French or English**, an **official certificate** must be produced by a lawyer or notary who understands that language **or** you must provide the lawyer or notary with a translation from a member of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec*. In both cases, the official certificate must make note of this.

**Examples of private documents:** power of attorney, contract under private writing, translation requiring an apostille, confirmation of employment.

## Applying for an apostille

To apply for an apostille, fill out the [online form](#). [French only]. Fees are charged for each document requiring an apostille.

You will need to provide the following information:

- ✓ Last and first name of the applicant



*The applicant is the person preparing the request and giving their consent. The applicant need not be the person whose name appears on the documents. For example, a parent may request an apostille for their child's birth certificate.*

- ✓ Applicant's contact information
- ✓ Full mailing address (including apartment or suite number) documents should be returned to
- ✓ Country receiving the apostilled documents
- ✓ Document type



*For officially certified documents, choose "déclaration officielle d'un avocat ou déclaration officielle d'un notaire" (lawyer or notary's official certificate) for the document type.*



*You can use the same form to request an apostille for multiple documents. Select the applicable body and document type, then click on "Ajouter" to add another document.*

- ✓ If you choose to pay by card: your debit or credit card number, expiration date, and CVV

## Sending your application

Before sending your application, make sure you have included the following:

- ✓ The completed form, printed and signed
- ✓ The original document, or a certified true copy of the document made by the body that issued it
- ✓ A lawyer or notary's official certificate, along with a signature authentication from their professional order, if applicable
- ✓ An authenticity certificate from the Chambre des notaires du Québec, if applicable
- ✓ Documents associated with any one apostille, appended together with a paperclip
- ✓ A bank draft or money order made out to the Register Fund of the Ministère de la Justice, if you did not pay online
- ✓ An envelope large enough to fit all documents and ensure they don't get damaged

Mail the form and all documents to:

**Délivrance des apostilles**  
276, rue Saint-Jacques, bureau 301  
Montréal (Québec) H2Y 1N3  
Canada



Optionally, you can also include a return envelope for your documents with a prepaid shipping label for a courier service or Canada Post expedited shipping. The envelope must be at least 8.5" x 11". **Make sure the shipping fees**—and, if applicable, in-office pick-up fees and customs duties—**have been paid.**

## Tracking your application

- ✓ Be sure to save the apostille number, the filing date, and your envelope's tracking information.
- ✓ You can also check [processing times for apostille applications](#).