

Legalization of Documents

Short Note on the Apostille

A document legalized with the Apostille by the authorities of its issuing country is valid in all signatory countries of The Hague Convention, 1961, and therefore no further legalization is required.

South Africa signed it on 03/08/1994.

Legalization of Documents Issued in South Africa So That They Are Valid in The Netherlands

This Embassy receives birth, marriage and death certificates issued in the RSA and Police Clearance Certificate issued by the SAPS (South African Police Services) and forwards them to the Department of International Relations and Cooperation in Pretoria so that an Apostille is affixed to them. This may take approximately three months,

The legalization of Studies Certificates (diplomas, transcripts, etc.) issued in South Africa is NOT effected through the Embassy. The steps the interested person must take are the following:

1. The Studies Certificate must be firstly legalized by the Chief Registrar of the High Court that corresponds to the area where the document has been issued;
2. Then it must be legalized by the Department of Justice;
3. As a last step, the document must be sent to the following address to be Apostilled:

Department of International Relations and Cooperation

Legalization Directorate

460 Soutpansberg Road

Rietondale

0084

E-mail address: duplessism@dirco.gov.za

For further information, phone 0027 12 351 1232 / 0033 / 1231

Legalization of Documents Issued in Other Countries so That They Are Valid in South Africa

Foreign documents issued by official authority (i.e. birth, marriage and death certificates, Studies certificates, Police clearance (PCC), etc.) must be legalized by the issuing country.

Please consult with the Embassy of the issuing country whether it is a signatory to The Hague Convention. In that case, ask how to proceed so that the Apostille is affixed to your document by the authorities of that country.

If the country is NOT a signatory to The Hague Convention, your documents will have to be legalized by the Ministry of Foreign Affairs of the issuing country (ask the Embassy of that country how to proceed) and further legalized by the South African representative in that country.

Authentication of Signatures (Commissioner of Oaths Functions)

This Embassy can act as a Commissioner of Oaths in cases such as:

- Survival Certificates
- Authentication of signatures (only if the person signs in front of an authorized officer)
- True copies of documents
- Sworn Declarations & Affidavits .

Please contact the Consular Services Section at the South African Embassy to ask for an appointment. A document of identity (South African ID book) or valid passport will have to be presented. (Note: Driver's Licence or documents of the sort are NOT acceptable).