

# Request a document authentication or apostille

## Te tono whakatūturu i tētahi tuhinga



Internal Affairs  
Te Tari Taiwhenua

BDM460

Before you send this application, check:

- the overseas authority's requirements, and
- that your documents meet New Zealand's requirements for an authentication or apostille.

### Before you apply

#### Overseas authority's document requirements

Overseas authorities may have specific requirements for:

- the age of documents
- translations, and
- processing documents either as individual documents or a set of documents.

We cannot help with these requirements. You must contact the relevant authority directly if you have any questions about them.

#### Our document requirements

The Department of Internal Affairs has specific requirements depending on the type of document. Check the table on pages 2–3 or visit [govt.nz/authentications](https://govt.nz/authentications) for more information on document requirements.

If your document requires notarisation, you will need to find a notary public near you. We do not accept documents witnessed by a Justice of the Peace or a solicitor.

#### Timeframe

To view our current processing timeframes, go to [govt.nz/bdmtimeframes](https://govt.nz/bdmtimeframes).

We will only process applications urgently in exceptional circumstances. These include death repatriation, adoption, court cases or urgent surgeries. Print 'URGENT' on the form and explain why you need your request processed urgently.

#### Further information and contact details

Further information and our contact details can be found at: [govt.nz/authentications](https://govt.nz/authentications).

Example of individual document:



Example of a set of documents:



Documents we authenticate	Conditions
New Zealand university records	<p>If you are using 'My eEquals':</p> <ul style="list-style-type: none"> <li>• Choose to share your document.</li> <li>• Choose generate a link to my documents (for each document).</li> <li>• If you don't have access or need assistance please contact your university.</li> </ul> <p>If not using 'My eEquals', the document must be notarised by a New Zealand notary public.</p> <p>For further information about notarisation refer to the next page of this form.</p>
<ul style="list-style-type: none"> <li>• Power of attorney</li> <li>• Other tertiary institution records</li> <li>• School records</li> <li>• Will</li> <li>• Probate</li> <li>• Authorisation</li> <li>• Deed</li> <li>• Statement</li> <li>• Medical record</li> <li>• Employment document</li> <li>• Company constitution</li> <li>• Translation</li> <li>• Chamber of Commerce documents</li> <li>• Other personal document(s)</li> </ul>	<p>The document must be notarised by a New Zealand notary public.</p> <p>For further information about notarisation refer to the next page of this form.</p>
<ul style="list-style-type: none"> <li>• New Zealand birth, death, marriage, civil union or name change certificate</li> </ul>	<p>The document must be the original document with a round seal from the Registrar-General of Births, Deaths and Marriages.</p> <p>We don't authenticate or apostille a copy of particulars of marriage (the document you signed on your wedding day).</p>
<ul style="list-style-type: none"> <li>• New Zealand citizenship certificate* or letter of denial</li> <li>• New Zealand fingerprint document (issued by the New Zealand Police)</li> <li>• New Zealand dissolution or divorce papers</li> <li>• New Zealand Court Order</li> <li>• NZQA results (that has the NZQA logo on it)</li> <li>• New Zealand certificate of no impediment to marriage</li> <li>• New Zealand Ministry of Health or Medsafe free sale certificate</li> <li>• Other NZ government-issued documents</li> </ul>	<p>The document must be:</p> <ul style="list-style-type: none"> <li>• an original government-issued document with an ink signature and/or seal and/or stamp (not documents which are printed from a website or emailed), or</li> <li>• notarised by a New Zealand notary public, or</li> <li>• a copy that has been certified by the government department that issued it.</li> </ul> <p>* Indicate on the form if you want the photocopy of your NZ citizenship certificate authenticated or apostilled.</p>

Documents we authenticate	Conditions
<ul style="list-style-type: none"> <li>• New Zealand passport</li> </ul>	<p>The document must be:</p> <ul style="list-style-type: none"> <li>• sufficiently certified by the New Zealand Passport Office, or</li> <li>• notarised by a New Zealand notary public.</li> </ul>
<ul style="list-style-type: none"> <li>• New Zealand Companies Office extract</li> <li>• New Zealand Companies Office Incorporation</li> <li>• Trade Mark registration</li> <li>• Patent registration</li> </ul>	<p>Send a copy. We don't need the original document.</p>
<ul style="list-style-type: none"> <li>• New Zealand Criminal conviction information</li> <li>• New Zealand Transport Agency certificate of particulars</li> </ul>	<p>The document must be on Ministry of Justice blue letterhead or NZTA letterhead. Post the original paper document.</p>
<ul style="list-style-type: none"> <li>• New Zealand visa</li> <li>• New Zealand driver license</li> </ul>	<p>The document must be notarised by a New Zealand notary public. For further information about notarisation refer to the next section of this form.</p>

## How to get your document notarised by a New Zealand notary

A notary is a special type of lawyer. However, not all lawyers are notaries.

Fees vary between notaries, so you may want to phone more than one.

The notary will produce a 'Notarial Act'. This states exactly what they have done. For example, witnessed a signature or certified a true copy.

If you are overseas you should discuss with the notary the best way to get your document to them.

## How to request notarisation of a document

### 1. Search for a 'notary near me' online.

### 2. Phone the notary to make an appointment.

### 3. Make sure the notary:

- makes a Statement which sufficiently describes what the notary has done and is readable (just 'witnessed' or 'notarised' are insufficient as it is not clear what has been done)
- includes the name and signature of the notary
- adds their notary seal or stamp
- states the date and place where the Notarial Act was done, and
- makes sure any underlying document(s) match what is said in the Notarial Act and it is clear the documents were seen by the notary.

To make it clear the notary has seen all pages of a multi-page document, some notaries will wrap ribbon around all pages and secure the ribbon with their seal. Other notaries will initial or seal every loose page to show they have viewed each page.

If the notary does not complete all these steps, your document(s) may be returned to you.

### 4. Post the document which has been notarised to the Authentication Unit with pages 4–8 of this form.

**Privacy statement**

The information collected in your application may be used in statistical analysis and reporting for service improvement and business management purposes. Personal information will only be used where necessary for those purposes.

Data is stored, accessed and retained in accordance with our Privacy Policy, Information Management Policy, and the DIA Code of Conduct which incorporates our ICT and security policies, and in compliance with the Privacy Act 2020 and the Public Records Act 2005.

**Fees statement**

All fees are correct as at the form version date. All fees are in New Zealand dollars.

# Request a document authentication or apostille

## Te tono whakatūturu i tētahi tuhinga



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Te Tari Taiwhenua

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How to answer:

- You can complete this form on-screen using Adobe Acrobat Reader.
- You can use the Tab key to move between fillable form fields in Adobe Acrobat Reader.
- You must still print off the application and have signed where applicable by hand.
- If filling out the form by hand, use CAPITAL letters.

### 1. Name of the country you are intending to use the documents in:

Name of country (this country needs to be outside New Zealand)

### 2. Type of authentication

The process is country specific so please check [govt.nz/authentications](https://govt.nz/authentications) for:

- the list of apostille and authentication countries, and
- any specific requirements

#### Fees

An apostille or e-apostille costs NZ\$32. Any additional apostilles or e-apostilles will cost NZ\$15.

A category A authentication will cost NZ\$65. Any additional category A authentications will cost NZ\$31.

A category B authentication will cost NZ\$195. Any additional category B authentications will cost NZ\$61.

Check boxes that apply:

- ☐ I want a paper apostille
- ☐ I want an e-apostille
- ☐ I want a paper category A authentication
- ☐ I want a paper category B authentication and have provided the other required documents according to [govt.nz/authentications](https://govt.nz/authentications)

### 3. Do you have more than 1 document?

- ☐ I have more than 1 document ► Fill in section 4
- ☐ I have only 1 document ► Go to section 5

#### 4. Would you like your documents processed as a set or individually?

You can have your document processed as a set or individually. Refer to the photos on the front of this form.

A 'set' means all documents will be bound together with 1 certificate of authentication or apostille.

Otherwise each individual document will have its own certificate of authentication or apostille.

If you are requesting an apostille we can only authenticate documents as a set if the signature or seal on the documents are the same.

Indicate how you would like your documents processed:

- ☐ As a set
- ☐ Each as an individual document

If you need a combination of sets and individual documents, describe here:

#### 5. Do you need your document translated into another language?

- ☐ No ► Go to section 6
- ☐ Yes ► Fill in this section

##### Translation fee

The standard translation cost is NZ\$95. The Translation Service ([www.dia.govt.nz/Translation-Service](http://www.dia.govt.nz/Translation-Service)) will tell you if the fee is different for your translation. Your document will be forwarded to the Translation Service to process before it can be apostilled or authenticated.

Language for translation

Provide the characters and spellings of all names on the translation, if applicable:

#### 6. Your details

Your name

Company name (if applying on behalf of an organisation)

Email

Phone

## 7. Delivery

If you are ordering an e-apostille we will email it to you.

We do not offer standard post for security reasons.

Contact us if you are unsure whether we can deliver to your country. Contact information is on page 1.

Choose a delivery method:

<input type="checkbox"/>	I want the item(s) couriered to a New Zealand address	\$5
<input type="checkbox"/>	I want the item(s) couriered to an overseas address	\$15 – \$30
	Australia, Asia, Pacific:	\$15
	USA:	\$20
	Europe (unless listed here):	\$25
	Rest of world:	\$30
	Includes: Azerbaijan, Armenia, Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Georgia, Macedonia, Malta, Moldova	

### Delivery address

Delivery name

Street number and name

Suburb

Town or city

State

Country

Postcode

Contact phone number

## 8. Fees

Authentication or apostille fee from section 2

NZ\$

Translation fee from section 5

NZ\$

Courier fee from section 7

NZ\$

Total amount to pay

NZ\$

**9. Do you have any additional instructions?**

Additional instructions (optional)



## 10. Payment

Do not post cash or card

### 10a. Card payment

☐ Please charge my credit card (Visa, MasterCard, American Express, Prezzy) the correct fee

Card number

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Card expiry date

		/		
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Name on card

Cardholder signature

### 10b. Invoice

This payment option is for New Zealand based corporate customers who have set up an invoicing agreement with the Department of Internal Affairs. New Zealand corporate customers who want to set up an invoicing agreement should contact us (contact details on page 1).

Invoice my company the correct fee

Customer number

Reference you want to appear on the invoice:

## Next Steps

Print and sign the form. Return the form, appropriate fee(s), and documents to us by one of the below methods.

### Send by post to:

Authentication Unit  
PO Box 10526  
Wellington 6140  
New Zealand

### Send by courier:

Authentication Unit  
Level 2  
7 Waterloo Quay  
Wellington 6011  
New Zealand

**Drop off in person:** Visit [govt.nz/bdm/contactus](https://govt.nz/bdm/contactus) to book an appointment at one of our public offices in Auckland, Wellington, Christchurch, Sydney and London.