

### Complete on-screen and print

You can complete this form on-screen using the Editable PDF functionality with Adobe Reader.  
You must still print off the application and have signed where applicable by hand.

# Request a document Authentication or Apostille



Te Tari Taiwhenua  
Internal Affairs

Before you send this application, you need to check:

1. the other organisation's requirements and
2. that your documents meet New Zealand's requirements for an Authentication or Apostille.

## Document requirements

1. **Organisations** may have specific requirements for
  - the age of the documents
  - any translations requirements, and
  - document processing either as individual documents or as a set of documents.

### Individual documents



### Set of documents



We can't help with these requirements. You must contact the relevant organisations directly if you have questions about them.

2. **Our department** has specific requirements depending on the type of document. Check the table on the next page and visit [www.govt.nz/authentications](http://www.govt.nz/authentications) for more information on document requirements.

If your document requires notarisation then [notarypublic.org.nz](http://notarypublic.org.nz) can help you find a notary public near you. We don't accept documents witnessed by a Justice of the Peace or a solicitor.

## How long it takes

Usually it takes between 3 to 7 working days to process your documents plus the time it takes for them to be delivered to you.

We don't have an urgent service. If you have exceptional circumstances and want us to consider processing your document urgently, print "Urgent" on your application form and explain why you need the documents processed urgently.

## Need Help?

If you need help with the process or filling in the form, there is more information on [www.govt.nz/authentications](http://www.govt.nz/authentications)

Otherwise you can contact us by:

- email to [auth.unit@dia.govt.nz](mailto:auth.unit@dia.govt.nz)
- phone from overseas on +64 4 460 2221, or
- freephone in New Zealand on 0800 872 675.

Documents we authenticate	Conditions
<ul style="list-style-type: none"> <li>• New Zealand University records</li> </ul>	Using 'My eQuals': A) Choose to share your document. B) Choose generate a link to my documents (for each document). If you don't have access or need assistance please contact your university. OR The document must be notarised by a New Zealand Notary Public ( <a href="http://notarypublic.org.nz">notarypublic.org.nz</a> ). For further information about notarisation refer to the next page of this form.
<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>• Companies Constitution</li> <li>• Translation</li> <li>• Chamber of Commerce documents</li> <li>• Other Personal Document(s)</li> </ul>	The document must be notarised by a New Zealand Notary Public ( <a href="http://notarypublic.org.nz">notarypublic.org.nz</a> ). For further information about notarisation refer to the next page of this form.
<ul style="list-style-type: none"> <li>• New Zealand Birth, Death, Marriage, Civil Union or Name Change Certificate</li> </ul>	The document must be the original document with a round seal from the Registrar of Births, Deaths and Marriages  We don't authenticate or Apostille a Copy of Particulars of Marriage (that is the document you signed on your wedding day).
<ul style="list-style-type: none"> <li>• New Zealand Citizenship Certificates or Letter of Denial</li> <li>• New Zealand Fingerprint document (issued by the New Zealand Police or NZ Post)</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>	The document must be: <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>
<ul style="list-style-type: none"> <li>• New Zealand Passport</li> </ul>	The document must be: <ul style="list-style-type: none"> <li>• sufficiently certified by the NZ 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>	Send a copy. We don't need the original document.
<ul style="list-style-type: none"> <li>• New Zealand Criminal Conviction Information (which is less than 6 months old)</li> <li>• New Zealand Transport Agency Certificate of Particulars</li> </ul>	The document must be on Ministry of Justice blue letterhead or NZTA letterhead. Post the original paper document.
<ul style="list-style-type: none"> <li>• New Zealand Visa</li> <li>• New Zealand Driver License</li> </ul>	The document must be notarised by a New Zealand Notary Public ( <a href="http://notarypublic.org.nz">notarypublic.org.nz</a> ). For further information about notarisation refer to the next page of this form.

# Does your document require Notarisation by a NZ Notary?

- *A Notary is a special type of lawyer, however not all lawyers are Notaries.*
- *We will only accept documents notarised by those listed on <http://notarypublic.org.nz> (i.e. we do not accept JP's, Court Registrars, Lawyers).*
- *Fees vary between Notaries so you may want to phone more than one.*
- *The Notary will produce a "Notarial Act" which states exactly what they have done i.e. 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.*

**1** Search for a Notary at <http://notarypublic.org.nz>

**2** Phone the Notary to make an appointment.

**3** Ensure the Notary has completed the following so the document does not need to be returned to you:

- a) made 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), and
- b) included the **Name** and **Signature** of the Notary, and
- c) added the **Seal/Stamp** of the Notary, and
- d) stated the **Date & Place** where the Notarial Act was done, and
- e) 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 ribbon 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.

**4** Post the document which has been Notarised to the Authentication Unit with this 'Request a Document Authentication or Apostille' application form.

# Request a document Authentication or Apostille



Te Tari Taiwhenua  
Internal Affairs

**1** Name of the country (not New Zealand) where your document(s) will be presented:

**2** Type of authentication for that country

The process is country specific so please check [www.govt.nz/authentications](http://www.govt.nz/authentications) to find out if the country is an Apostille or Authentication country and for any specific requirements.

### Apostille country

- I request a paper Apostille and/or
- I request an e-Apostille

Fees

- First Apostille: NZ\$32.00
- Any additional Apostilles: NZ\$15.00
- If you want both a paper Apostille and an e-Apostille: NZ\$47.00

or

### Authentication country Category A or B

- I request a paper Authentication under Category A or
- I request a paper Authentication under Category B and have provided the other required documents according to [www.govt.nz/authentications](http://www.govt.nz/authentications)

Fees

Category A

- First Authentication: NZ\$65.00
- Any additional Authentications: NZ\$31.00 each.

Category B

- First Authentication: NZ\$195.00
- Any additional Authentications: NZ\$61.00 each.

**3** Do you have more than 1 document?

- I only have 1 document - go to question 4
- I have many documents and I want them processed as:
- A set
  - Each is an individual document

#### 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/seal on the documents are the same.

If you require a combination of sets and individual documents describe below:

**4** Do you need your document translated into another language?

- No - go to step 5
- Yes - continue below

Standard translation cost is \$95.00 each. 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.

Translate the document/s into this language:

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

**5 Your details**

Your name

Company name (if applicable)

Email:  Phone

**6 Where would you like your documents sent? (If ordering an e-Apostille we will email it to you)**

Name

Address

City  State  Post Code

Country

Contact Phone Number for this address

**7 How to get your documents delivered**

- I would like to buy a courier bag (within New Zealand NZ\$5.00)  
or  
 I would like to buy an international courier bag

International courier bag:  
Select country (number in brackets is estimated delivery in days)

Note: We do not offer standard post as the courier service is more secure

**8 Payment (We will deduct the correct fee if paying by Credit Card)**

The amount to pay is a combination of the:	Fee in NZD
Authentication/apostille fee from question 2 and 3	
Courier fee from question 7	
Translation fee (if applicable) from question 4	
<b>Total cost</b>	

The reference you want to appear on the invoice:

- Invoice me (only for regular New Zealand based corporate customers). New corporate customers should call or email our office to ask us to set this up for them.
- Charge my credit card:  VISA  Mastercard  AMEX  Prezy Card

(a) Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	(b) Expiry Date	<input type="text"/>
(c) Cardholder's name			(d) Cardholder's signature		
<input type="text"/>			<input type="text"/>		

**Don't send credit card information by email.**

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

<b>Send form and documents:</b>	<b>By post</b> Authentication Unit PO Box 805 Wellington 6140 New Zealand	<b>By courier</b> Authentication Unit Level 2 7 Waterloo Quay Wellington New Zealand	<b>Drop off in person</b> Visit <a href="http://www.govt.nz/bdm">www.govt.nz/bdm</a> for the addresses of our public offices in Auckland, Manukau, Wellington, Christchurch, Australia and the United Kingdom.
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