

Apostille - The Complete Guide

What is Apostille?

A requirement to the authenticity and credibility of the document.

An apostille sticker and/or an apostille stamp is obtained from the MEA. It is a system generated unique identification number and is applied to the back of the document. This maintains a record online and allows the authorities to track the authenticity. After this application of the sticker from the MEA, there usually is no need for any added certification from the embassy.

What is Apostille Attestation?

Apostille attestation is a method of attesting the essential document/s so that they can be made allowable in any country that belongs to the Hague Convention. Documents apostille is an attestation of the international level that is legally agreeable in more than 116 countries, most of the European & American countries accept the same. In India, a sticker from Ministry of External Affairs stuck on the back of the document, and again a stamp is rendered on the sticker in a way that it is partially on the sticker and partially on the document

When is Apostille Required?

Documents apostille is required when there is a need for legalization. When going to the abroad for a specific reason, for example, employment visa, study visa, work visa, applying for temporary or permanent residency, carrying out deals for business expansion e.g., importing or exporting. This requirement is mandatory for the countries which are part of the Hague convention.



Hague Convention

The [Hague Convention](#), also called Apostille Hague Convention or Apostille Convention, was signed on 5th of October 1961 in the town of Luxembourg. However, it only became effective from 14th of January 1965. The convention was brought into action to abolish the necessity of legalization of documents and certificates to make the liberalization among the countries more convenient. When one obtains an apostille on documents, there is no need of same on the documents again for another signatory country. Barriers in trading and other areas have been reduced and there is better accessibility through the nations.

Which countries require apostille of documents?

The Apostille Hague Convention countries that comprise the convention are about 116 in number and apostille of documents is needed for these nations only. Following is the list of all the Hague Convention countries:

Here is the list of Hague Convention Countries

(Kamran G – You can make a Table – 5 rows)

- Grenada
- Kazakhstan
- Saint Vincent And Grenadines
- Greece
- Botswana
- Brunei Darussalam

- Burundi
- Dominica
- Cape Verde
- Cook Islands
- Belgium
- Belize
- Bosnia And Herzegovina
- Brazil
- Bulgaria
- Burkina Faso
- Canada
- Chile
- Costa Rica
- Croatia
- Cyprus
- Czech Republic
- Ecuador
- El Salvador
- Estonia
- Fiji
- France
- Georgia
- Honduras
- Iceland
- Ireland
- Israel
- Italy
- Japan
- Latvia
- Hong Kong
- Lithuania
- Luxembourg
- Malta
- Mexico
- Moldova
- Monaco
- Montenegro
- Nicaragua
- Norway
- Panama
- Peru
- Portugal
- Serbia
- Singapore
- Slovakia
- Slovenia
- Niue
- Lesotho
- Liberia
- Liechtenstein
- Malawi
- Morocco
- Saint Lucia
- Tonga
- Philippines
- Samoa

- Kosovo
- South Korea
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- Uruguay
- Uzbekistan
- Argentina
- Armenia
- Austria
- Bahamas
- Belarus
- Denmark
- Dominican Republic
- Finland
- Germany
- Guatemala
- Hungary
- Macedonia
- Mauritius
- Netherlands
- Andorra
- Marshall Islands
- Antigua And Barbuda
- Barbados
- Bolivia
- Kyrgyzstan
- Namibia
- Tajikistan
- Tunisia
- Vanuatu
- Sao Tome And Principe
- New Zealand
- Poland
- Turkmenistan
- Albania
- Australia
- Bahrain
- Colombia
- Oman
- Paraguay
- Romania
- Russia
- South Africa
- Trinidad And Tobago
- UK
- USA
- Venezuela
- Azerbaijan
- India
- Mongolia
- Suriname
- Macau
- Saint Kitts And Nevis

- San Marino
- Swaziland
- Seychelles

Apostille with MAA Global Attestation

MAA Global Attestation is the one stop solution for all your personal, educational, and commercial documents Apostille, Attestation, Translation and Embassy Legalization Services at economical range.

MAA Global Attestation is a customer driven company, and we strongly believe to provide the best services to our customers. We promise ourselves to continue providing the best services to our customers and build permanent bonds with our customers.

Apostille Procedure

Apostille in India, the procedure has recently been decentralized by the central government. The central body that carries out document apostille is the Ministry of External Affairs (MEA). The MEA has regionalized apostille process to Branch Secretariats and the RPOs in 15 cities effective from January 1st, 2019. The cities of operation include - Ahmedabad, Bengaluru, Bhopal, Chennai, Chandigarh, Cochin, New Delhi, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, Panaji, Raipur, and Thiruvananthapuram. Generally, it begins at the local notary from where the document was issued and is followed by the state authentication and then lastly the MEA apostille sticker.

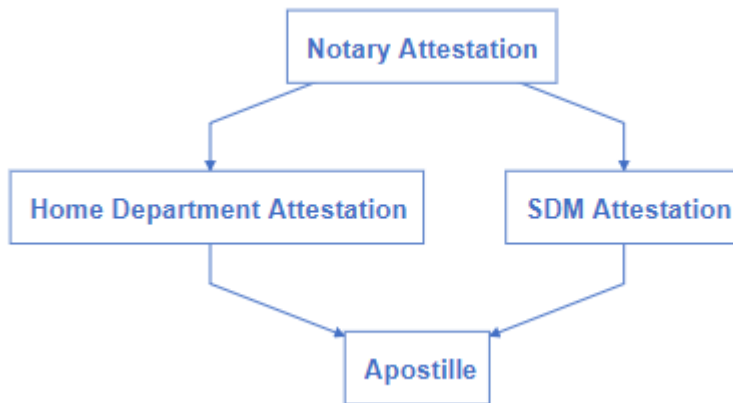
The procedure differentiates when it comes to different types of documents. There primarily are three main types of legal documents - personal, educational and commercial. The procedures are elaborated below:

Personal Document Apostille

The personal document apostille process consists of the following steps

- 1. Notary Attestation

- 2. Home Department Attestation or SDM Attestation
- 3. Apostille from MEA



Educational Certificate Apostille

The process can be divided into 4 steps & starts from getting a notary from local authorities then getting verification by HRD ministry after that verification from the ministry of external affairs is provided and at the final stage embassy approval is required. Below are the steps mentioned in the process.

- **Regional level:**

It is the beginning of the certificate authentication process. This level of legalization can be done by the notary or the University from where the documents were issued, as per the requirement.

- **State Level:**

The authentication of certificates from the state is performed by three different departments as per the requirement of the document type. These departments are the State Home Department (SHD), Human Resource Department (HRD), and the Sub-Divisional Magistrate (SDM). SDM is independent of the state government, yet, the legalization performed by this authority is considered on the state level.

- **MEA:**

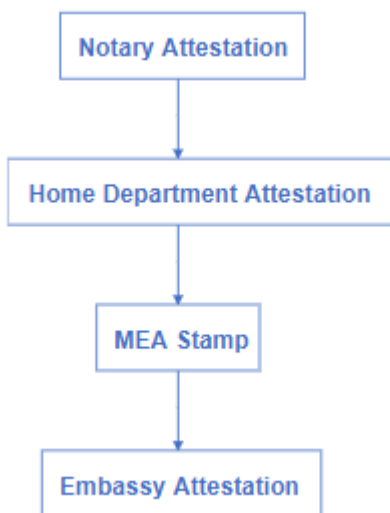
MEA or Ministry of External Affairs is the last level of authentication from the home government after which an MEA stamp or sticker is applied on the

document. MEA is the central authorization that deals with the foreign matters of the country and elects a minister every half a decade.

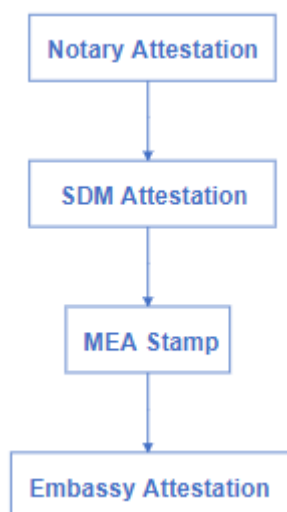
- **Embassy:**

Embassy attestation is carried out by the officials of the respective country the documents are being attested for. It is the final step of the verification for most countries after the Ministry of External Affairs.

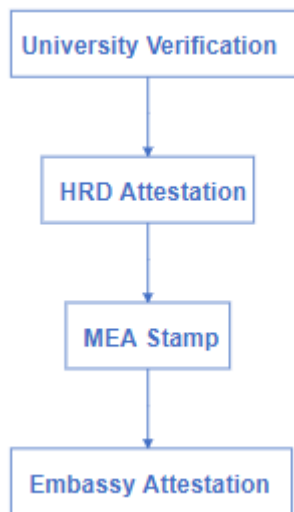
1. For Maharashtra issued documents



2. For out of Maharashtra issued documents



3. As per the Embassy requirement where HRD compulsory



How Much Time Required Certificate Attestation of educational documents?

The time differs according to the country for which you need verification for, a document issued to state and from which organization you need. Generally, the procedure of educational document can take between 3 working days to 21 working days. Please Call MAA Global Attestation for details.

How much is the fee required for Educational Certificate Attestation?

The fees are depending on the documents issuing state and in which country you need the attestation. Please Call MAA Global Attestation for details.