



The Australian
and New Zealand
College of Notaries

AFTER THE NOTARY Document Authentication & Apostille In NEW ZEALAND

1. Why do I have to have my document further stamped after visiting the Notary?

Before certain New Zealand issued documents can be accepted overseas, Authentication or Apostille may be necessary. The Department of Internal Affairs (DIA) in Wellington will certify that a Notarial signature and seal on a document is genuine by checking it against a specimen of the Notary's signature and seal held on file and then the document will be AUTHENTICATED or APOSTILLE certified.

2. Which certification stamp do I need? An AUTHENTICATION or an APOSTILLE?

Apostille certificates are available for use in countries that are party to the 1961 *Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents*. Documents going to countries that are not party to the Hague Convention (such as China, Vietnam and many in the Middle East) usually need to be authenticated.

The DIA provides an Apostille service and can also authenticate the signature and seal of the approved Government agency or Notary Public on your documents. This takes up to 7 working days. In the case of authentication there is a third step depending on whether the specific country comes under Category A (countries that require the signature and seal of the Ministry of Foreign Affairs and Trade) or Category B (countries that require the signature of a New Zealand diplomatic Overseas Mission on an authenticated document). The DIA send these documents on to the Ministry of Foreign Affairs and Trade (MFAT).

Category A – MFAT verifies the signature and seal of the Department of Internal Affairs and returns the documents to you by your stamped self-addressed envelope or pre-paid courier pack.

Then you send the documents to the foreign diplomatic overseas mission who verifies the signature and seal of MFAT and returns the authenticated documents to you by your self-addressed envelope or pre-paid courier pack. **You will need to contact the foreign diplomatic mission** and enquire about their fees, arrangement for payment and return of documents.

Category B – MFAT verifies the signature and seal of the Department of Internal Affairs and forwards the documents to a New Zealand diplomatic overseas

mission designated by the foreign country concerned. The New Zealand diplomatic overseas mission verifies MFAT's signature and seal and forwards the document to the foreign diplomatic overseas mission. The foreign diplomatic overseas mission verifies the New Zealand diplomatic overseas mission's signature and seal and returns the authenticated documents to you by your self-addressed envelope or pre-paid international courier pack. Please note, when sending documents to MFAT for either Category A or B you should allow for additional processing time.

You will need to contact the foreign diplomatic overseas mission and enquire about their fees, arrangement for payment and return of documents.

See: <https://www.dia.govt.nz/document-authentication>
<https://www.dia.govt.nz/apostille>

3. How much does it cost?

Apostille –

\$32 for 1 Apostille certificate and \$15 for each additional Apostille certificate.

Authentication –

Category A: \$65 for one Authentication certificate and \$31 for each additional Authentication certificate

Category B: \$195 for one Authentication certificate and \$61 for each additional Authentication certificate (includes fees for both DIA and MFAT).

Payment is to the Department of Internal Affairs by

- Cheque
- Visa/Mastercard
- Cash or eftpos at the DIA

Documents will be returned by standard post unless you provide a pre-paid self-addressed courier bag or purchase a return courier bag from DIA at \$5.00.

Send the document for Authentication/Apostille to:

Drop off in person:

Visit www.govt.nz/bdm for the addresses of DIA public offices in Auckland, Manukau, Wellington, Christchurch, Australia and the United Kingdom.

By courier:

Authentication Unit, c/- Level 1, 120 Victoria Street, Te Aro, Wellington 6011

or By post:

Authentication Unit, Department of Internal Affairs, PO Box 805, Wellington 6140