

An Apostille Journey



Judith (“Judi”) Lawrence

- ❖ Center City Notary, LLC
- ❖ Lawrence Institute for Notaries



PLEASE JOIN ME ON “AN APOSTILLE JOURNEY”



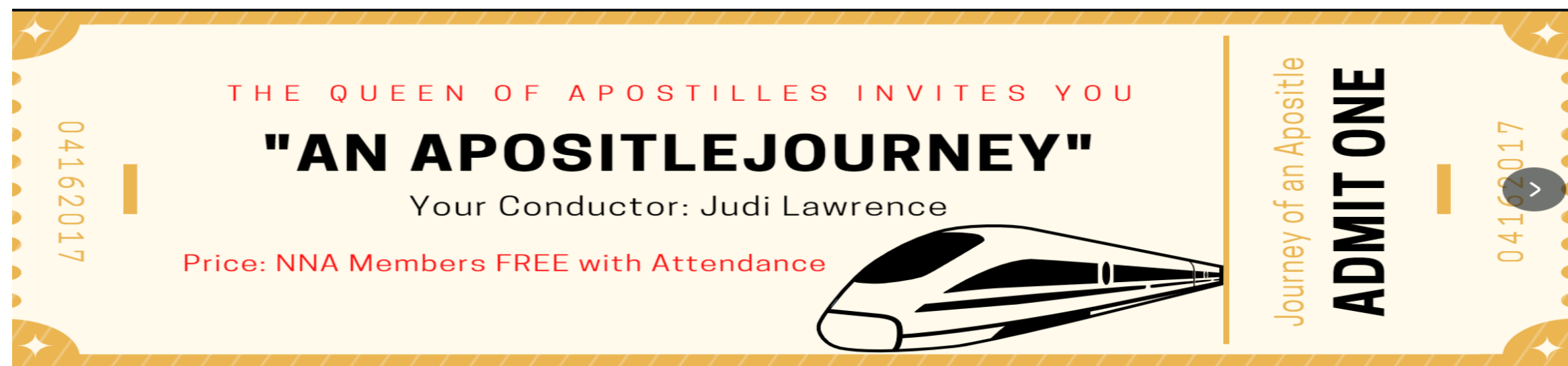
Experience first-hand the Apostille process.



Learn how to diversify your business and add \$\$\$ to your revenue stream.



Your ticket has a number; you just might have one of the winning tickets.





WHERE WILL OUR APOSTILLE JOURNEY TAKE US?

- First, we will visit the Apostille Agent in Philadelphia and see how it works.
- Next, we head to the Secretary of State who will apostille the documents;
- Then off to the DOS in Washington, D.C. for legalization of the documents;
- Presentation of documents to the Chinese Embassy; and
- Finally, we return to Philadelphia.

On this journey you will see first-hand how the Apostille process works.

VISIT TO THE OFFICE OF THE APOSTILLE AGENT IN PHILADELPHIA, PA

THERE WE ARE
GOING TO SEE HOW
TO ORDER
APOSTILLES.

HOW DO WE DO
THAT?



WE ARE HERE
VISITING
CENTER CITY
NOTARY &
APOSTILLE CO.
IN CENTER CITY,
PHILADELPHIA,
PA TO LEARN
ABOUT TAKING
AN APOSTILLE
ORDER



Q:
**WHAT IS AN
APOSTILLE
AGENT?**

A: An Apostille Agent is a facilitator of the documents, making sure that:

- ☐ The job is in order,
- ☐ The documents are properly notarized if required,
- ☐ The process is correct whether it is a Hague Country or a Non-Hague Country,
- ☐ The Cover Sheet is Completed;
- ☐ The amount of money is correct; and
- ☐ The documents are shipped correctly.

QUESTIONS FOR THE APOSTILLE AGENT

Visiting your “Apostille Agent” will answer several questions, including:

Q: What is an Apostille?

A: An Apostille is a Cover that is attached to a Document which has been Authenticated and/or Legalized Allowing That Document to be Used in a Foreign Country.

WHAT DOES STATE ORIGATION MEAN?

A: Every Apostille is issued by the Secretary of State from where the document originated (**STATE OF ORIGATION**).

Ex: If you are physically located in California, and are presented with a Birth Certificate to Apostille originating in PA, you must have the Apostille issued by the Secretary of State in PA.

**Q: WHAT
DOES
COUNTRY OF
DESTINATION
MEAN?**

A: The **COUNTRY OF DESTINATION** is the Country where the document is intended for use.

An order for Apostilles will be rejected if you do not provide a Country of Destination.

Note: Apostilles are only for documents intended to be used abroad.

**Q: What is the
Difference
Between a
Hague
Country and a
Non-Hague
Country?**

A: In 1961 a treaty was formed called the Hague Convention. Many countries joined the Hague Convention which have become known as Hague Countries. The Countries which have not joined the Hague Convention are commonly referred to as Non-Hague Countries.

Q: WHY IS UNDERSTANDING HAGUE v. NON- HAGUE SO IMPORTANT?

A: Hague Countries require state-level authentication or apostille. Non-Hague Countries require a 3-step process:

- i. State-Level Authentication;
- ii. Legalization at the Department of State in Washington, D.C
- III. A client will sometimes request that their document(s) be presented to the specific embassy.

REASONS WHY PEOPLE MAY NEED AN APOSTILLE

Going to work in another country	Getting married in another country
Going to school in another country	Adopting children from another county
POA to someone in another country	Establishing a business in another country
FBI Criminal Background Checks	Teaching abroad
Making Aliyah to Israel	Overseeing Patents
Job Transfers	Banking Matters

DOCUMENTS FOR WHICH PEOPLE MAY NEED APOSTILLE

Birth Certificates	Divorce Decrees
Diplomas	Transcripts
Contracts	Real Estate Documents
Background Checks (State)	Powers of Atty
Passports	Driver's Licenses
Deeds	Wills
Certificates of Incorporation	Certificates of Good Standing

HOW THE APOSTILLE AGENT TAKES THE APOSTILLE ORDER

QUESTIONS TO ASK A POTENTIAL CLIENT:

1. Name.
2. State of Residency.
3. What type of document(s) do you need to Apostille or Legalize?
4. What is your timeline for the completion of these documents?
5. What is the originating state of your document(s)?
6. What is the country of destination where you will be using your document(s)?
7. Have the document(s) already been notarized?

See page ____ of The Apostille Agents' Survival Guide.



WE NOW HAVE A COMPLETED ORDER

We now have a completed order, and we are ready to travel:

- (a) One document, to be used in Spain, a Hague Country and which needs to be authenticated by the SOS.
- (b) One document, to be used in China, a Non-Hague Country which will be authenticated by the SOS, then we will take it to the DOS for legalization for use in China.
- (c) Last, we will visit the Chinese Embassy.

REMOTE NOTARIZATION and APOSTILLES

While completing our visit with the Apostille Agent, we received a phone call – the client needs an additional document for China which is critical. We will need to get it done remotely so we can take it with us on our trip to get it authenticated by the SOS and legalized by the DOS.

We make a choice to call **CYBERIZEIT** (www.cyberizeit.com) and get it done remotely, before our train even departs for the DOS.

Getting Documents to SOS

- We have now created Apostille Direct USA (“ADUSA”). This is a group from across the country who are ready to get apostilles delivered in various states.
- All couriers are independent contractors. ADUSA will recommend someone who we think is the closest in proximity to you.

OUR NEXT DESTINATION IS THE OFFICE OF SECRETARY OF STATE

There, we will see
how we are going to
get our documents
AUTHENTICATED or
APOSTILLED.



OFFICE OF PENNSYLVANIA SECRETARY OF STATE

- With regard to state-level authentication, in most instances there is a window at the Office of the Secretary of State and one can walk up to the window and have his or her documents authenticated or apostilled.



VISIT TO THE OFFICE OF THE SOS (cont.)

Since the pandemic, things have changed. In some states you may need an appointment. In other states, there is a drop-box and you can leave the documents with a return label to have them returned to you when completed. It is suggested that you check with the receiving SOS office to ascertain what they presently require.

**NEXT STOP ...
U.S. DEPARTMENT OF
STATE IN DC**

**THERE WE ARE
GOING TO HAVE
OUR DOCUMENTS
LEGALIZED**



THE U.S. DEPARTMENT OF STATE

Legalization is a three tier-process:

1. Remember, first, the document(s) is authenticated by the SOS of the State of Origination. (That was our first stop)
2. The document(s) now needs to be legalized by the Department of State in Washington, D.C. That can take 3-4 weeks.
3. After that, often the client will ask you to present the document(s) to the Embassy for which the document is intended for use. (That will be our next stop)

VISIT TO THE U.S. DEPARTMENT OF STATE (Cont.)

Since the pandemic, things changed radically. The DOS was completely shut down. Sometimes documents took 8-11 weeks for completion.

At this time, the office is open but things are running 4-6 weeks.

It is suggested that you check with the DOS office to ascertain how they are running.

LAST, WE WILL STOP BY THE CHINESE EMBASSY

Normally we would not have documents to take to the embassy because they take 3-4 weeks at the DOS. But for purposes of this presentation, we have them.



VISIT TO CHINESE EMBASSY

First, this is an example. Every Embassy has their own requirements. It is important that you check with the specific Embassy of the Country of Destination to be sure you understand their specific requirements.

You must make an appointment to visit the Chinese Embassy.



VISIT THE CHINESE EMBASSY (con't)

Your client must complete a form known as an ***Application Form of Consular Legalization***. Without that form the job will be rejected.

RESET FORM

中华人民共和国驻外使领馆领事认证申请表

Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China

★申请人须如实、完整、清楚地填写本表格，请逐项在空白处用中文或英文大写字母打印体填写，或在□内打√选择。The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select.

1. 个人申请 Applicant (For Individual Use Only)

姓名 Name	性别 Gender	出生地点 Place of birth
出生日期 Date of birth (yyyy-mm-dd)	国籍 Nationality	职业 Occupation
身份证号码 Type of ID	身份证号码 Number of ID	
工作单位或学校名称 Name of employer/school	工作单位或学校地址 Address of employer/school	
家庭住址 Home address	E-mail address	
住宅电话 Home phone number	手机号码 Mobile phone number	

2. 企业及其他组织申请 Applicant (For Company/Organization Use Only)

单位名称或组织名称 Name of company/organization	地址 Address	电话 Phone Number
法定代表人信息 Legal Representative of company/organization	姓名 Name	出生日期 Date of birth (YYYY-mm-dd)
	证件类型 Type of ID	证书号码 Number of ID

3. 公证书或其他证明文书证明的事项 Matters certified by the notarial deeds or other certificates

☐结婚证 Marriage certificate;
☐出生证 Birth certificate;
☐学历证明 Diploma;
☐商业文件 Business documents;
☐其他 (请注明) Other (please specify) :

☐无犯罪记录证明 Certificate no-criminal record;
☐委托书 Authorization letter;
☐健康证明 Health certificate;
☐声明书 Statement;

4. 认证办目的和文书使用地点 Purpose and Destination of Legalization

办证目的 Purpose of legalization:
☐婚姻 Marriages;
☐诉讼 Litigation;
☐其他 (请注明) Others (please specify):
☐寄养 Fosterage;
☐收养 Adoption;
☐房产 Real estates;
☐商务贸易 Business and trade;

文书使用地 Destination of legalization:

1/2

5. 提交材料及申办证书的份数 Supporting documents and Copies of Legalization

提交材料 Supporting documents:	份数 Copies
----------------------------	--------------

6. 办理时间 Processing time

普通 Regular service	加急 Express service
-----------------------	-----------------------

Note: Express service needs approval of consular official, and extra fees may apply.

7. 代办人 Agent

代办人姓名 Name of agent	BASIM IBRAHIM	性别 Gender	MALE	国籍 Nationality	AMERICAN
身份证种类 Type of ID	VIRGINIA DRIVER LIC	身份证号码 Number of ID	T60084364	职业 Occupation	COURIER
与申请人的关系 Relationship with the applicant	ASSISTANT	联系电话 Phone number	8145 MCCAULEY WAY A STE 2225, LORTON VA 22079	联系地址 Address	
电子邮箱 E-mail address	INFO@LIFE-DOCUMENTS.COM	手机号码 Phone number	(703) 901-6773	电子邮箱 E-mail address	

8. 申请人/代办人声明 Declaration of the Applicant/Agent

我保证以上所述内容属实。如有不实之处，本人愿承担一切法律责任。
I hereby declare that all the information above is true and correct for which I shall bear all the legal responsibilities.

★ 申请人签名: _____ 日期: _____
Signature of applicant: _____ Date (yyyy-mm-dd): _____

★ 代办人签名: _____ 日期: _____
Signature of agent: _____ Date (yyyy-mm-dd): _____

我声明，我已阅读并理解以下内容：
领事认证是领事馆认证机构根据自然人、法人或者其他组织的申请，对国外有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能，不对文书内容本身的真实性、合法性负责，文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。
I hereby declare that I have read and understood the content below:
The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of verifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents' content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed.

★ 申请人签名: _____ 日期: _____
Signature of applicant: _____ Date (yyyy-mm-dd): _____

以下项目仅供领事官员填写 (For Official Use Only) :

接案人、接案日期: _____	签署人、签署日期: _____	复核人 (如有)、复核日期: _____
-----------------	-----------------	----------------------

2/2

Your client must also provide a copy of his or her passport.





TRAIN RETURNS TO PHILADELPHIA

The Apostille Agent awaits return of documents from both the Department of State and the Chinese Embassy.

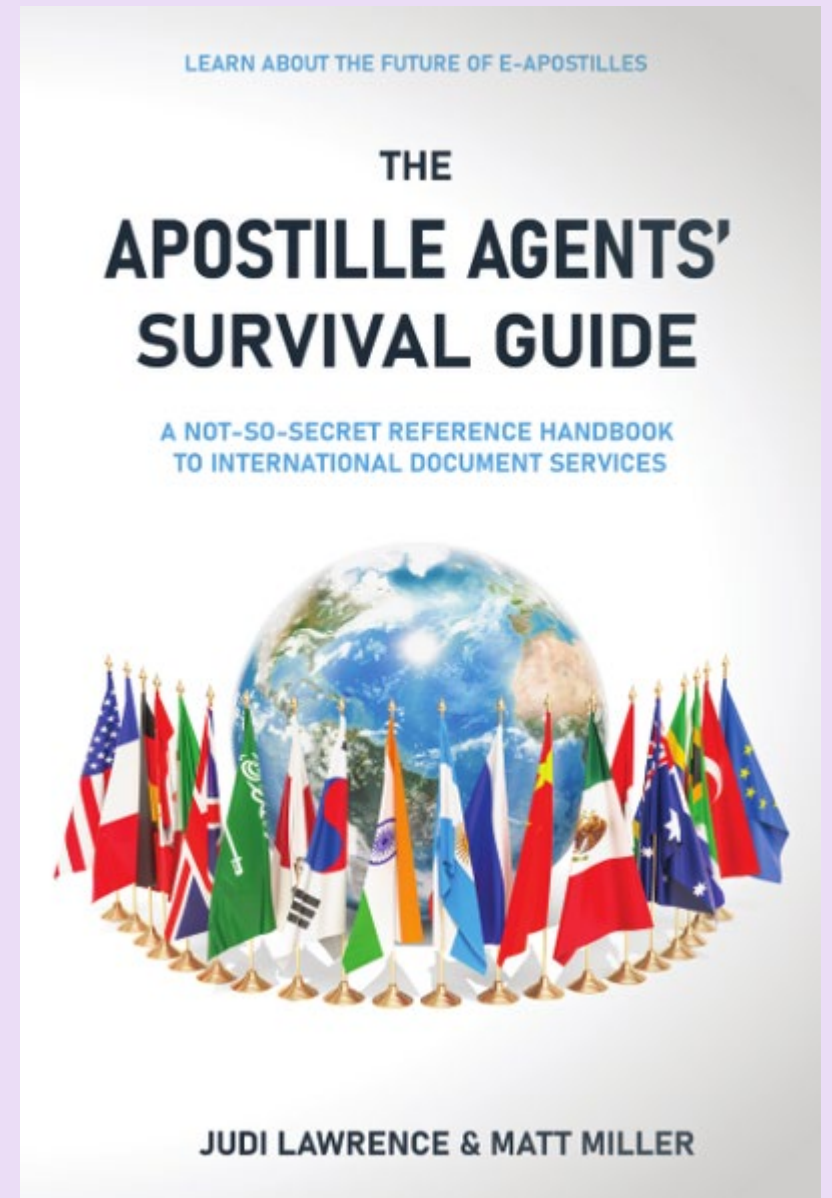
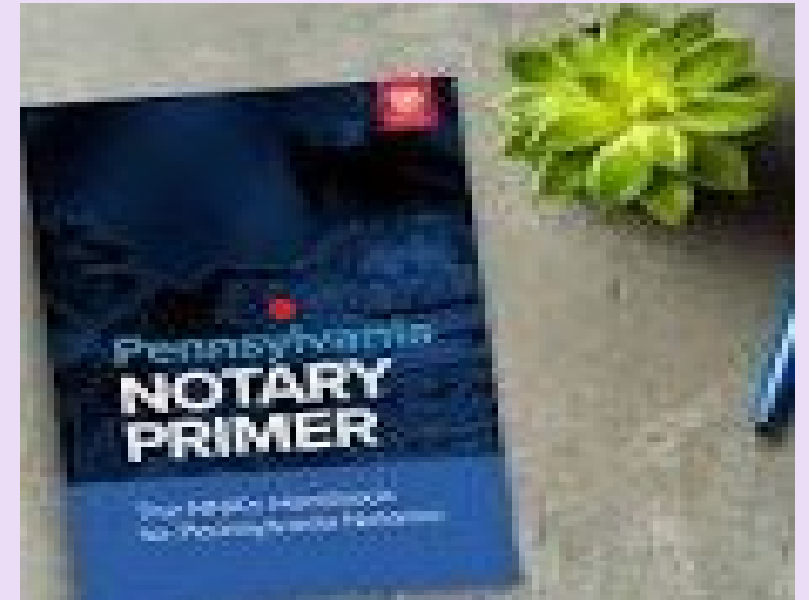
Once the documents are back and they have been done correctly, then he or she can deliver a completed job to the client.

Completed Documents are Returned; Delivered to the Client – Apostille Agent Gets Paid



REFERENCE MATERIALS

- Be sure to always have your NNA Notary Primer in your toolbox. You must always check your state-state guidelines to make sure you are processing an Apostille correctly.
- Also make sure you have your copy of “The Apostille Agents’ Survival Guide” with you. You will find many valuable answers to your questions.

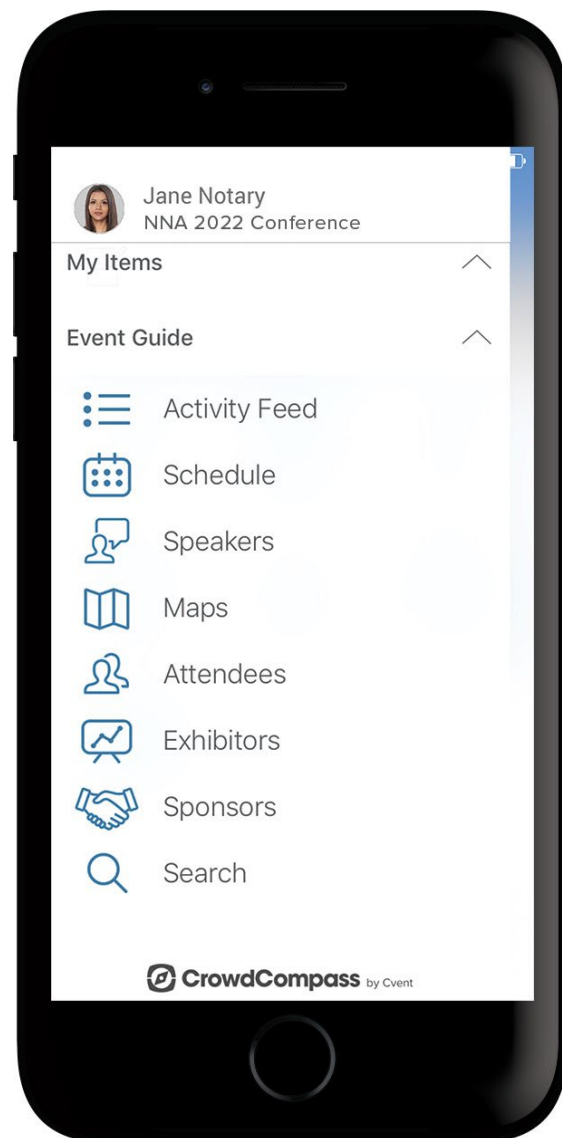


A woman with reddish-brown hair, wearing a blue jacket, is smiling and waving from the open window of a blue train. The train is moving through a lush green landscape with rolling hills and a clear sky. The text "THANKS FOR BEING PART OF THE APOSTILLE JOURNEY" is overlaid in white, bold, sans-serif capital letters across the center of the image.

THANKS FOR BEING PART OF
THE APOSTILLE JOURNEY

Questions?

Judi Lawrence, CEO
Lawrence Institute for Notaries
judi@lawrenceinstitutefornotaries.com
www.lawrenceinstitutefornotaries.com
215-870-3103



Rate this workshop

Please tap the NNA 2022 App to rate this presentation. If you have questions about the app, visit us at the NNA Hub.

Thank you for attending!