

GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

Ministry of Foreign Affairs and Trade

GUIDELINE AND PROCEDURES FOR APOSTILLE

When you need to use a document in another country, foreign governments will require that the document be issued authentication in order to be recognized as legitimate. The legalization of documents between country members under the Hague Convention of 1961, is referred to as an apostille.

Link of Hague Convention-(to be added)

Since becoming a member of the Hague Convention in September, 1999 the authorized authority to issue an apostille within Samoa is the Ministry of Foreign Affairs and Trade, with the Chief Executive Officer (CEO) designated as the competent authority to certify an apostille

What kind of documents do we apostille?

The Ministry of Foreign Affairs and Trade only issues apostilles on official public documents to certify the signatures and seals of public officials.

Public documents include:

- Documents emanating from an authority or an official connected with the courts or tribunals of the state, including those emanating from a public prosecutor, a clerk or a process server;
- Administrative documents;
- Notarial acts
- Documents signed and sealed by officials acting under their public capacity. E.g. birth certificates, marriage certificates, school certificates, police clearance reports, etc

How do I get an apostille?

STEP 1

Original document must be delivered to MFAT Samoa along with an official note of request addressed to the MFAT CEO requesting an Apostille.

Fee of **\$30.00** USD must also be included for payment of the apostille.

STEP 2

A Foreign Service Officer will fill in your contact and receipt of payment details.

The Apostille will then be processed with a working period of up to 2-3 working days.

STEP 3

Upon completion a Foreign Service Officer will contact you when the apostille documents can be uplifted.

A receipt along when the documents will be issued upon pick up.

MFAT Apostille Pamphlet to be included for more information.

Standard fee for an Apostille:

Apostille fee per document: \$30.00 USD (must be in U.S. currency)