

Practice Note 5 – Requirements for the Apostille or Authentication

Notaries are reminded of the necessity to comply with all of the requirements set out by the DIA, for authentication or apostille applications. In addition to documents which do not comply with those listed on the application form, the DIA will also reject documents where:

- the Notary has notarised their own document/letters (i.e. the Notary is a director of a company and signs as both the director and Notary); and
- the Notarial Act is unreadable or contains errors, (i.e. the Notarial Act does not accurately describe the underlying document/refers to an incorrect number of pages or to a page that is not attached)
- a multi-page document is not secured together, is secured separately from the notarial certificate to which it relates, or is not signed on every page.

Below is an extract from the DIA application form which sets out the process required by the notary.

<https://www.govt.nz/assets/Documents/Passports-citizenship-and-identity/Request-a-document-authentication-or-apostille.pdf>

Make sure the Notary:

- *makes 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).*
- *includes the name and signature of the Notary*
- *adds their Notary Seal/Stamp*
- *states the date and place where the Notarial Act was done, and*
- *makes sure 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 wrap ribbon around 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. If the Notary does not complete all these steps, your document(s) may be returned to you.