



**Asia-Pacific
Economic Cooperation**

2014/SOM3/EC/WKSP1/018

Session 17

e-Apostille Flyers from New Zealand

Submitted by: Hong Kong, China



**Workshop on Ease of Doing Business Through
Hague Conventions
Beijing, China
12 August 2014**

What is an e-Apostille?


- An e-Apostille is an electronic version of an Apostille certificate.
- It has the same legal standing and effect and can be used instead of a paper Apostille.
- It allows you to save time and money by emailing the document.
- It contains added security features.
- It can be requested for any type of document – whether issued in paper form or electronically.

To produce an e-Apostille, the Authentication Unit will scan your document and then attach an electronic PDF Apostille certificate to it, sign it with a digital signature, and email it to you.

What does it look like?

We use PDF technology to create the e-Apostille. The e-Apostille certificate has the same format as a paper Apostille and contains the same information, watermark, Internal Affairs logo and seal. It is signed with a digital signature. Your document is scanned in colour and attached to the e-Apostille so they form one PDF.

Paper Apostille alongside an e-Apostille:



INTERNAL AFFAIRS
Te Tari Taiwhenua

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

- Country: New Zealand
Pae o Te Whenua
- This public document
Le pūtake ake pūtake / El presente documento público
has been signed by: N/A
kua whakaitia e / no kua whakaitia e
- acting in the capacity of: N/A
apōwhiri i te āwhiri o / agente en calidad de
- bears the seal / stamp of: Registrar of Births, Deaths & Marriages, New Zealand
kua whakaitia e / kua whakaitia e

Certified
Attested / Certificado

at: Wellington
i te: 6. the: 29 November 2012
i te: / el día

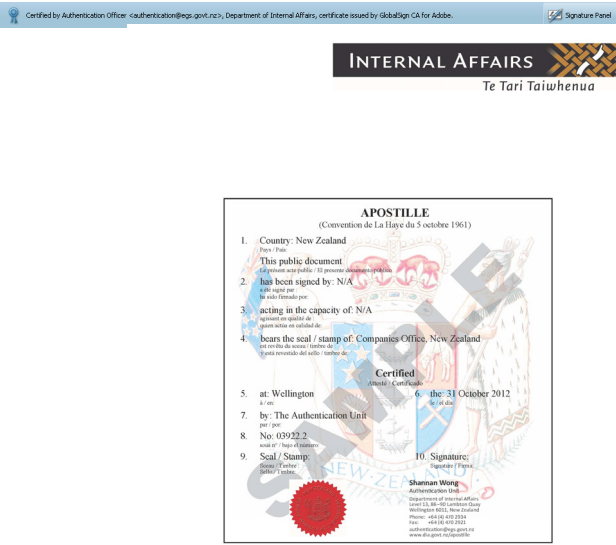
by: The Authentication Unit
e whakaitia e / por / por

No: 04883.1
nombro / número / número de / número de

Signature:
Signature / Firma

To verify this Apostille certificate go to: www.dia.govt.nz/apostille and click on the e-Register.
Pour vérifier ce certificat Apostille, allez sur www.dia.govt.nz/apostille et cliquez sur e-Register.
Para verificar esta certificación por apostilla vaya a: www.dia.govt.nz/apostille y haga clic en e-Register.

The purpose of this certificate is only to confirm that the signatory, seal or stamp on the document is genuine. It does not mean that the content of the document are correct or that the Authentication Unit of the Department of Internal Affairs approves of the content.
L'objet de ce certificat est uniquement d'attester la véracité de la signature, du sceau ou du timbre sur le document. Cela ne veut pas dire que le contenu du document est correct ou que le service d'authentification du Ministère des Affaires Intérieures approuve le contenu.
La finalidad de este certificado es simplemente la de confirmar que la firma, sello o timbre del documento es genuino. No indica que el contenido del documento sea correcto ni que la Unidad de Autenticación del Ministerio de Asuntos Internos apruebe su contenido.



Certified by Authentication Officer cauthentication@eg.govt.nz, Department of Internal Affairs, certificate issued by GlobalSign CA for Adobe. Signature Panel

INTERNAL AFFAIRS
Te Tari Taiwhenua

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

- Country: New Zealand
Pae o Te Whenua
- This public document
Le pūtake ake pūtake / El presente documento público
has been signed by: N/A
kua whakaitia e / no kua whakaitia e
- acting in the capacity of: N/A
apōwhiri i te āwhiri o / agente en calidad de
- bears the seal / stamp of: Companies Office, New Zealand
kua whakaitia e / kua whakaitia e

Certified
Attested / Certificado

at: Wellington
i te: 6. the: 31 October 2012
i te: / el día

by: The Authentication Unit
e whakaitia e / por / por

No: 05923.2
nombro / número / número de / número de

Signature:
Signature / Firma

Shannan Wong
apōwhiri i te āwhiri o / agente en calidad de

Department of Internal Affairs
Ministero o Te Tari Taiwhenua
1000 Collins Street, New Zealand
Wellington 6102, New Zealand
Phone: +64 (0) 475 2211
Fax: +64 (0) 475 2212
aucta@internal.govt.nz
www.dia.govt.nz/apostille

To verify this Apostille certificate go to: www.dia.govt.nz/apostille and click on the e-Register.
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La finalidad de este certificado es simplemente la de confirmar que la firma, sello o timbre del documento es genuino. No indica que el contenido del documento sea correcto ni que la Unidad de Autenticación del Ministerio de Asuntos Internos apruebe su contenido.

As an e-Apostille is an electronic version of an Apostille it is only available if your document is to be used in a country that has signed the Hague Convention.

We cannot provide electronic authentication certificates.

What are the benefits of an e-Apostille?

- Saves time and money as you can now email the documents overseas.
- Offers more security features than paper Apostilles. The documents are “locked down” and cannot be altered thus ensuring:
 - Integrity (assurance that the document has not been altered).
 - Authentication (assurance as to where the document comes from).
 - Non-repudiation (Competent Authority – our office – cannot deny having signed the document).
- The status of a digital signature can easily be verified by any person who receives an e-Apostille.
- The recipient can also check the authenticity of an e-Apostille in our e-Register. This is an online register that contains details of every Apostille that we issue.

The screenshot shows a web browser window displaying the Department of Internal Affairs website. The main heading is "The Department of Internal Affairs" with the Māori name "Te Tari Taiwhenua" and the tagline "Building a safe, prosperous..." below it. A search bar is located in the top right corner. The page is divided into sections for "FOR PEOPLE, COMMUNITIES AND BUSINESSES" and "CONTACT US".

The central focus is the "Apostille Verification" page, which contains the following elements:

- A heading "Apostille Verification" with the Department of Internal Affairs logo and "Te Tari Taiwhenua" below it.
- A prompt: "Enter the details of the Apostille Number you wish to verify:"
- Two input fields: "Apostille Number:" with a text box and "(Example: 12345.1 or 98765.12)" to its right; and "Apostille Issue Date:" with a calendar icon and "(Use calendar icon to select a date)" to its right.
- A "Verify..." button below the input fields.
- A "Results" section with a tab labeled "Results" and a form area containing labels for "Apostille Number:", "Dispatch Date:", and "Signee Name:".

The browser's address bar shows "https://w..." and the page is viewed in Microsoft Internet Explorer. The bottom right corner of the browser window shows a zoom level of 100%.

When should I use an e-Apostille?

An e-Apostille can be used when you need to send documents overseas. It is especially useful:

- if you have a tight deadline to meet in sending a document overseas.
- if you have a single page or short document.
- for documents issued electronically, such as Companies Office documents.

Always check with the authority requesting the Apostille to see if an e-Apostille is appropriate.

When might an e-Apostille not be so useful?

It may not be so useful if you are:

- submitting your documents in New Zealand to a foreign embassy which may require you to attend in person to submit the documents.
- required to submit other documentation with the Apostille.
- submitting a large multipage or bound document (this may take longer to process).

How do I apply?

The process for applying for an e-Apostille is the same as for a paper Apostille:

- You need to send us our application form along with the document you want the e-Apostille for. You can send it to us by post or courier, or bring it to our office.
- Scanned or faxed copies are not accepted.
- You can apply for an e-Apostille, a paper Apostille, or both. If you think you need a paper Apostille as well as an e-Apostille you need to order both at the same time - while we have the physical document in our office.

What does it cost?

An e-Apostille costs the same amount as a paper Apostille. Our fee structure is based on the number of Apostilles or e-Apostilles that you order.

- An e-Apostille ordered without a paper Apostille will cost \$32.
- If you order an e-Apostille and paper Apostille it will cost \$47.

\$32 for one Apostille certificate	
\$15 for each additional Apostille certificate	
1 Apostille = \$32	4 Apostilles = \$77
2 Apostilles = \$47	5 Apostilles = \$92
3 Apostilles = \$62	6 Apostilles = \$107

Please note that if you have a large number of documents, or a bound set of documents, the processing time may be longer than the standard turnaround of 2-3 days.

How do I use it?

Once we have completed your e-Apostille we will email it to you. Our email includes an explanation of what an e-Apostille is and instructions on how to submit it. You can email it on to the overseas authority, or send it via an online file sharing service.

How is it validated?

Our webpage: <http://www.dia.govt.nz/Services-Apostille-Certification-Index#verify> offers recipients of the e-Apostille instructions on how to validate the e-Apostille.

1498.1f-sample.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Sign Typewriter

105% Find No current selection

Certified by Authentication Officer <authentication@egs.govt.nz>, Department of Internal Affairs, certificate issued by GlobalSign SHA256 CA for Adobe.

Attesté / Certificado

5. at: Wellington à / en: Wellington

6. the: 24 September 2013 le / el día: 24 Septiembre 2013

7. by: The Authentication Unit par / por: The Authentication Unit

8. No: 01498.1 sous n° / bajo el número: 01498.1

9. Seal / Stamp: Sceau / Timbre: Sello / Timbre:

10. Signature: Signature / Firma: Shennan Wong
Authentication Officer
Authentication Unit
Department of Internal Affairs
Level 15, 89 - 90 Lambton Quay
Wellington 6011, New Zealand
Phone: +64 (4) 816 4020
Email: auth.unit@dia.govt.nz
www.dia.govt.nz/apostille

Document certified by Authentication Officer <authentication@egs.govt.nz>

To validate your e-Apostille please click the red seal.

To verify this Apostille certificate go to: www.dia.govt.nz/apostille and click on the e-Register.
Pour vérifier ce certificat Apostille, allez sur www.dia.govt.nz/apostille et cliquez sur e-Register.
Para verificar esta certificación por apostilla vaya a: www.dia.govt.nz/apostille y haga clic en

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L'objet de ce certificat est uniquement d'attester la véracité de la signature, du sceau ou du timbre sur le document. Cela ne veut pas dire que le contenu du document est correct ou que le service d'authentification du Ministère des Affaires Intérieures en approuve le contenu.

Signature Validation Status

Document certification is valid, signed by Authentication Officer <authentication@egs.govt.nz>.

- The Document has not been modified since it was certified.
- The document is signed by the current user.

Legal Notice... Signature Properties... Close

To validate the e-Apostille signature please click signature properties.

To verify this Apostille certificate go to: www.dia.govt.nz/apostille and click on the e-Register.
Pour vérifier ce certificat Apostille, allez sur www.dia.govt.nz/apostille et cliquez sur e-Register.
Para verificar esta certificación por apostilla vaya a: www.dia.govt.nz/apostille y haga clic en

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What happens if the overseas authority doesn't accept it?

Check with the authority requesting the Apostille to ensure they will accept an e-Apostille before you order an e-Apostille.

If you submit an e-Apostille to an overseas authority in a country that has also signed the Hague Convention, that authority is obliged to accept the e-Apostille. The e-Apostille has the same legal standing and effect as a paper Apostille. The Authentication Unit can assist if you encounter a problem with having your e-Apostille accepted. We may call upon the Hague Conference to assist.

Information on countries that have signed up to the Hague Convention is available at:

<http://www.dia.govt.nz/Document-authentication>

Contact details for Apostille convention Competent Authorities can be found at:

http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41

How many times can I submit it?

You can submit your e-Apostille as many times as you like to Foreign Authorities around the world; Please note the Foreign Authorities you are submitting the e-Apostille to may have date restrictions on the underlying document.

Further Documentation

Publications regarding the e-APP programme can be found at:

http://www.hcch.net/index_en.php?act=text.display&tid=37

For more information please contact the Authentication Unit:

Phone: +64 4 931 6998 or 0800 872 675

Email: auth.unit@dia.govt.nz

Webpage: www.dia.govt.nz/apostille

Email correspondence example

From: [Authentication Unit \(MIN\)](#)
To: [Shannan Wong \(MIN\)](#)
Subject: e-Apostille & paper Apostille
Date: Wednesday, 30 July 2014 12:14:22 pm
Attachments: [1498.1F.pdf](#)

Dear Shannan

I have completed your Apostilles and will send the paper version today.

Please find your e-Apostille attached. It would be very much appreciated if you could please confirm you have received this e-Apostille.

Please send the text below with the e-Apostille when you submit it overseas.

An e-Apostille is an electronic version of an Apostille. This secure digital certificate is based on Adobe technology and is best viewed in Adobe Reader 8.0+.

e-Apostilles have the same legal standing and effect as paper Apostilles and all countries who are party to the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents* are obliged to accept e-Apostilles.

You can submit an e-Apostille instead of a paper Apostille as they are equally valid.

e-Apostilles contain security features that paper Apostilles do not. Further instructions on how to verify the e-Apostille can be found at <http://www.dia.govt.nz/Services-Apostille-Certification-Index#verify>

The validity of an e-Apostille may also be checked by the recipient through the e-Register found on our webpage www.dia.govt.nz/apostille.

For more information about e-Apostilles please see:

- the Hague Conference website: http://www.hcch.net/index_en.php?act=text.display&tid=37
- the information PDF "What is an e-Apostille?" on our website : <http://www.dia.govt.nz/apostille>

Regards,

Shannan Wong | Acting Team Leader | Authentication Unit
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Ground Floor, Archives NZ, 10 Mulgrave Street, Wellington 6011
PO Box 805, Wellington 6140, New Zealand
<http://www.dia.govt.nz/Document-authentication>