

LEGALISATION OF DOCUMENTS

TO WHOM?

For those who want documents issued by authorities abroad to be fully valid in Spain. There are two possibilities:

- Hague Apostille
- Diplomatic legalisation

*FOR COUNTRIES PARTIES TO THE AGREEMENT WHICH ARE
SIGNATORY COUNTRIES OF THE HAGUE CONVENTION*

SIGNATORY COUNTRIES OF THE CONVENTION

Germany	Andorra	Antigua and Barbuda	Argentina
Armenia	Australia	Austria	Azerbaijan
Bahamas	Barbados	Belarus	Belgium
Belice	Bosnia Herzegovina	Botswana	Brunei Darussalum
Bulgaria	Colombia	Cook Islands	Croatia
Cyprus	Dominica	Ecuador	El Salvador
Estonia	Fiji	Finland	France
Georgia	Greece	Grenada	Honduras
Hong Konk	Hungary	Iceland	Ireland
Israel	Italy	Japan	Kazakhstan
Latvia	Lesotho	Liberia	Liechestein
Lithuania	Luxembourg	Macedonia	Malawi
Malta	Marshall Islands	Mauritius	Mexico
Monaco	Montenegro	Namibia	Netherlands (*)
New Zealand	Niue Island	Norway	Panama
Poland	Portugal (*)	Romania	Russia, Federation of
Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines	Samoa
San Marino	Serbia	Seychelles Islands	Slovakia
Slovenia	South Africa	Spain	Suriname
Swaziland	Sweden	Switzerland	Tonga
Trinidad and Tobago	Turkey	Ukraine	United Kingdom (*)
United States of America	Venezuela		

(*) By extension it is applied to:

- UNITED KINGDOM: Anguilla, Jersey, Bailiwick of Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Cayman Islands, Falkland Islands (Malvinas), Gibraltar, Montserrat, Saint Helena, Ascension and Tristan da Cunha, Turks and Caicos Islands, Virgin Islands (British).
- NETHERLANDS: Dutch Antilles and Aruba.
- PORTUGAL: the entire territory of the Republic.

WHERE TO APPLY:

In each country, the authorities responsible for issuing this formality will be different. **In the case of Spain:**

1. For documents originating from an authority or official connected with a State jurisdiction, including those emanating from the public prosecutor's office, or from a clerk, officer or bailiff:
 - Secretary of Government of the High Court of Justice of the corresponding Autonomous Community.
2. For notarially certified documents and private documents whose signatures have been authenticated by a notary public.
 - Dean of the respective Notarial Association or Member of its Board of Directors.
3. For documents issued by the authorities and officials of the Central Administration (including the central Civil Registry)
 - Ministry of Justice. C/San Bernardo, 45, entrance by C/Manzana, 2. 28071 MADRID. Telephone: 913 902 011
4. For remaining public documents:
 - With regard to the public documents of the other Administrations, except those issued by the bodies of the Central Administration, the interested parties may use procedure 1) or procedure 2) indistinctly and at their choice.

*FOR COUNTRIES WHICH ARE NOT SIGNATORIES TO THE HAGUE
CONVENTION – DIPLOMATIC LEGALIZATIONS*

As in the previous case, each country will establish the channels that the local authorities deem appropriate. In the case of Spain, depending on the nature of the public document to be legalised, the following forms of legalisation can be distinguished:

1. **Court proceeding:** This applies to judicial documents (court orders, rulings, judgements, all types of judicial proceedings and the testimonies issued by the court clerks) as well as documents regarding to civil status (birth, marriage, death certificates, certificates of marital capacity, certificates of life and status, etc.). Steps to be taken to obtain legalisation (to be presented sequentially in these institutions):
 - a) Presidency of the corresponding High Court of Justice of the C.A.

- b) Ministry of Justice
 - c) Ministry of Foreign Affair and Cooperation
 - d) Diplomatic/Consular Representation, accredited in Spain, of the country in which the document is to take effect.
2. **Notarial channel:** This applies to public deeds, notarial acts and in general to any document authorised by a Notary, whether original, copy or testimony, and to the legitimisation and legalisation of signatures carried out by Notaries. Steps to follow to obtain legalisation (to be presented sequentially in these institutions):
- a) Corresponding notarial association
 - b) Ministry of Justice
 - c) Ministry of Foreign Affairs and Cooperation
 - d) Diplomatic/Consular Representation, accredited in Spain, of the country in which the document is to take effect.
3. **Study documents:** Their legalisation is regulated by specific regulations (Order of the Ministry of Education and Culture of 16 April 1990 (BOE no. 94, 19 April 1990).
4. **Documents from the General State Administration and its Autonomous Organisations:** in order to legalise signatures of documents from the General State Administration and its Autonomous Organisations, it is sufficient that the signature to be legalised shall be recognised by the competent services of the corresponding Ministry. The competent services in each Ministerial Department must have a recognised signature in this Ministry for subsequent legalisation.
5. **Documents of the territorial public administrations:**
- a) Autonomous Communities. If the Autonomous Community has regulated this procedure, they are legalised by the body that establishes its specific regulations. They continue at the Ministry of Foreign Affairs and Cooperation and finally at the Diplomatic/Consular Representation of the country in which the document is to take effect.
 - b) Local authorities. Any of the following two procedures can be used:
 - o Court proceeding
 - o Notarial channel

It is advisable to go to the General Directorate for Local Administration (General Subdirectorate of Local Legal Regime) of the Ministry of Public Administrations where the signature will be recognized in the document. The signatures of this General Directorate are recorded with the Ministry of Foreign Affairs and Cooperation for recognition, and those of this Ministry are recorded with the diplomatic/consular representation of the country where the documentation will take effect.

6. **Private documents:** the signatures on these documents are legalised by notarial channel.
7. **Certificates from Property and Commercial Registers, certificates from professional associations, and other documents:** To legalize certificates from Property and Commercial Registers, from professional associations (Medical, Veterinary, etc.), Chambers of Commerce, Industry and Navigation, of the Book, etc., Banking (Bank of Spain and Banking Entities), etc., please contact the Legalizations Section of the Ministry of Foreign Affairs and Cooperation. Phone number: 91 379 16 06 (08)(09)

LINKS OF INTEREST:

- [Ministry of Foreign Affairs \(in Spanish: Ministerio de Asuntos Exteriores\). Legalisation of documents](#)

A large, stylized version of the ildefe logo, consisting of three overlapping curved shapes in shades of pink, yellow, and light yellow, positioned above the lowercase text "ildefe".

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