



An Roinn Gnóthaí Eachtracha agus Trádála  
Department of Foreign Affairs and Trade

# Legalisation of Irish Public Documents

Policy Guidelines Handbook

*Consular Directorate*

*Department of Foreign Affairs and Trade*

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## 1 Overview document legalisation

If an Irish public document needs to be presented outside of Ireland for personal or business reasons, the receiving authority may request for the document to be legalised.

Legalising an Irish public document confirms the authenticity of the signature, the capacity of the person who has signed the public document, and/or, where relevant, the identity of the seal or stamp which the public document bears.

**Legalising an Irish document does not verify the accuracy or validity of the contents of the document for which they have been issued.** This is due to the limited effect of legalisation, which is to certify the origin of the public document only. However, as set out further below, if the underlying content of the document appears to be fraudulent, misleading or offensive, then the Department of Foreign Affairs and Trade (DFAT) has the discretion to not legalise the underlying document.

The legalisation service is provided largely on an administrative basis, pursuant to general executive powers of the Minister for Foreign Affairs and Trade, in particular further to the Ministers and Secretaries Acts 1924 (as amended).

This service is provided by post and at the public counter by the Consular Services Authentications and Apostilles Section of the Department of Foreign Affairs and Trade.

Irish Embassies and Consulates abroad cannot provide this service for Irish public documents.

Currently, only physical documents may be legalised. There is no electronic legalisation or e-Apostille service.

### 1.1 Authentications & Apostilles

There are two ways to legalise a document:

(i) **Authentication:** this is a multi-step verification process reviewing a chain of signatures that applies to documents being produced in countries that are not parties to the Apostille Convention 1961, resulting in an **authentication stamp**;

(ii) **Apostille:** this is a simplified legalisation process for parties to the Apostille Convention 1961, and replaces the full legalisation process as described above and results in an **Apostille stamp**.

Only public documents issued within the State can be legalised using this service. Documents issued in Northern Ireland should be legalised through the British legalisation office. Documents issued outside of Ireland should be legalised by the relevant authorities in the country from which the document emanated.

#### 1.1.1 Authentication stamp

Documents to be used in countries which are not a member of the Apostille Convention (see below) are legalised by receiving an authentication stamp, which must be counter-signed by the diplomatic representation of the country where the document will be presented.

### 1.1.2 Apostille

Ireland is a Contracting Party to the Hague Convention of 5 October 1961 on Abolishing the Requirement of Legalisation for Foreign Public Documents, generally known as the Apostille Convention.

Irish public documents which are to be used in a country which is also a Contracting Party to the Apostille Convention may therefore be eligible to receive the Apostille stamp.

Pursuant to Article 2 of the Convention, an Apostille validly issued by one Contracting Party must be accepted in other Contracting Parties.

An Apostille may only be issued by the Competent Authority of a Contracting Party, as designated by the State from which the public document emanates. The Consular Services Authentications and Apostilles Section of the Department of Foreign Affairs and Trade is the Competent Authority in Ireland to administer the Apostille stamp.

The policies in this document relating to the operation of the Apostille Convention are based on the [text of the Convention](#), as well as [the Apostille Handbook](#) and the conclusions and recommendations of the meetings of the [Special Commissions](#) on the Practical Operation of the Apostille Convention.

This policy handbook should be read in conjunction with the Apostille Handbook. Officials in the Authentications and Apostilles Section will refer to the Apostille Handbook, the Special Commissions and seek legal advice if there is any doubt on the interpretation of the Apostille Convention and its application.

Please note that there is no obligation in the Apostille Convention requiring a Competent Authority to issue an Apostille. The final decision is within the remit of the Competent Authority under the Apostille Convention, in Ireland this is the Department of Foreign Affairs and Trade.

Links to relevant supporting information:

- [Text of the Apostille Convention](#)
- [Link to the Handbook of the Practical Operation of the Apostille Convention](#)
- [List of Contracting Parties to the Apostille Convention](#)

## 2 How to apply for the legalisation of an Irish document for use abroad

### 2.1 Requirements of receiving country

The requirement to have a document legalised depends on the law of the country where it will be presented. The Department of Foreign Affairs and Trade cannot advise on the requirements of other countries.

Before applying for a public document to be authenticated, the Department of Foreign Affairs and Trade advises to ascertain whether the relevant authorities in the country where it will be presented

have any specific requirements regarding the document. This includes how it is presented, if there are rules regarding bundles or sets of documents and whether there are requirements regarding translations.

## 2.2 Apply via post

In order to apply for legalisation, please send the documents requiring legalisation, along with a cover letter confirming:

- Your name;
- A list of all the public documents requiring legalisation;
- The country the document will be presented in;
- Your contact phone number;
- Your e-mail address;
- Return address

to the below address, **by post/registered post**:

<b>Worldwide and Rest of Ireland</b>	<b>Munster Region</b>
Authentication Section Consular Division Department of Foreign Affairs and Trade 80 St. Stephen's Green Dublin 2 D02 VY53	Authentication Section Consular Division Department of Foreign Affairs and Trade 1A South Mall Cork T12 TA46

It is recommended documents are sent via registered post. The Department of Foreign Affairs and Trade does not accept responsibility for any lost or missing post.

To the below address **by courier**:

Authentications & Apostilles  
 Department of Foreign Affairs and Trade  
 Knockmaun House  
 42- 47 Mount Street Lower  
 Dublin 2, D02 TN83

### 2.2.1 Processing time post

For documents submitted by post, courier, or drop in, we aim for a 3 – 7 working day turnaround time (excluding postage time). It may take longer if there are queries about your application.

## 2.3 Apply in person – Public Counter

The Department of Foreign Affairs and Trade has a walk-in service in both Dublin and Cork. There is no appointment required, but visitors should take a ticket from the machine upon arrival and wait to be called. Visitors should bring the documents they wish to have legalised to our offices at one of the addresses below, and confirm the country each document is required to be presented in.

Please note: This office processes multiple types of documents which require varying levels of checks before they may be legalised. Therefore, an earlier ticket number does not guarantee your document will be processed first.

	Dublin Office	Cork Office
<b>Address</b>	Knockmaun House Consular Services 42- 47 Mount Street Lower Dublin 2 D02 TN83	Consular Services 1A South Mall Cork T12 TA46
<b>Opening hours</b>	Monday, Tuesday, Thursday and Friday 09:30 – 12:30 14:30 – 15:30	Tuesday and Thursday 09:30 – 12:30

### 2.3.1 Processing time in person

**One to five documents:** Visitors to the public office submitting 5 documents or less should expect, where possible, a turnaround time of approximately 30 minutes from when documents are submitted. It may take longer if there are queries about your application.

**More than 5 documents:** Visitors to the public office with more than 5 documents will be advised that their documents will be treated as a drop off. Turnaround times for drop offs will depend on the number of documents submitted, and current postal turnaround times.

**Large numbers of documents:** Applicants planning to attend the office with a large number of documents, are encouraged to contact the public office ahead of time, in order that arrangements can be made to accommodate them. We will not be accepting multiple documents of more than five from the same organisation, when broken into smaller groups i.e. 20 documents cannot be broken into groups of four. All documents will be processed together.

**Adoption Dossiers:** Applicants seeking legalisation of Adoption Dossiers will be treated as a drop off service, if more than 5 documents are presented.

**Drop off:** Documents can be dropped off on weekdays between 9am and 4pm, including a cover letter as noted with the postal documents above. We aim for a 3 – 7 working day turnaround time (excluding postage time). It may take longer if there are queries about your application. Once processed, your documents will be returned to you by registered post. Alternatively you can request collection and a member of our team will phone you when your documents are ready.

Any documents submitted on Wednesday or outside counter hours will be treated as drop-off documents.

## 2.4 Fees and Payment Methods

### Fees

The fees for legislation services are provided for in the Diplomatic and Consular Officers (Provision of Services) Act 1993 and the Regulations made thereunder.

The fee for each Apostille or authentication stamp is €40, with the exception of documents directly relating to the export of goods, which are €10 each.

Adoption Dossiers are €100 for the original pack, regardless of the number of stamps required. Additional documents relating to this original pack are free of charge. Post Placement Reports following adoptions are €40 for each report (usually up to four post placement reports).

### **Payment Methods**

Visitors to the public office may use the following payment methods:

- Exact cash only;
- Irish postal order;
- Irish bank draft;
- Credit or debit card (with chip and pin).

Applicants submitting documents by post should enclose one of the following:

- Irish postal order;
- Irish bank draft;
- Contact phone number (for credit or debit card payment to be taken over the phone).

Cash should not be submitted by post.

## **3 Documents Accepted for Legalisation**

Public documents originating in Ireland can be legalised by affixing an Apostille or authentication stamp to a document listed in the below, non-exhaustive, lists. Only Irish public documents can be legalised. All documents must have a clear and relevant Irish link. We reserve the right to refuse to authenticate / Apostille any documents that we deem not to have an appropriate Irish link.

### **3.1 What is a public document**

There is no Irish statutory definition of “*public document*”, nor any comprehensive definition of the term in the Apostille Convention, however, four non-exhaustive categories of such documents are set out in Article 1(2) of the Apostille Convention.

For the purpose of legalisation, a public document is understood to be a document that is executed by a public authority or a person acting in an official capacity, and includes the categories of documents listed in Article 1(2) of the Apostille Convention:

- 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 of a court or a process-server (“huissier de justice”);
- Administrative documents;
- Notarial acts; and

- Official certificates which are placed on documents signed by persons in their private capacity, such as official certificates recording the registration of a document or the fact that it was in existence on a certain date and official and notarial authentications of signatures.

The determination of what constitutes a public document for the purpose of legalisation for use abroad is entirely a matter for the law of the State of origin. In Ireland, this determination is within the remit of the Competent Authority under the Apostille Convention, namely the Department of Foreign Affairs and Trade.

If a document falls outside the categories included in these lists, the Department of Foreign Affairs and Trade will first determine whether the document can be verified as an Irish public document and if it is required to be produced abroad. If the document is not a verified public document required to be produced abroad, then it will not be legalised.

The Department of Foreign Affairs and Trade is entitled to take steps outside the Legalisation process to deal with instances of fraud or other violations of relevant domestic law or policy. This includes refusing to issue an Apostille or authentication, or referring the matter to the relevant authorities for further investigation, which could result in prosecution.

### 3.2 EU Regulation on Public Documents – Documents not requiring legalisation when used inside the EU

Since 16 February 2019, following the adoption of [EU Regulation 2016/1191](#) *on promoting the free movement of citizens by simplifying the requirements for presenting certain public documents in the European Union* certain Irish public documents (as defined in the Regulation) no longer require legalisation for use within the European Union, these include:

- Court orders;
- Birth Certificates (including Irish Adoption Certificates);
- Marriage Certificates;
- Civil Partnership registrations;
- Death Certificates;
- Capacity to Marry Certificates (Certificats de Coutume); and
- Certificates indicating capacity to enter into a civil partnership (certificates of single status).

Certified copies of public documents covered by this Regulation are also exempt from legalisation.

Therefore, the Public Counter of the Department of Foreign Affairs and Trade will inform applicants that an Apostille should not be required for these documents if they are intended to be used in an [EU Member State](#).

If an applicant still requests an Apostille after being informed, we will issue them one.

Individuals requiring a translation of such documents should, if necessary, request a multilingual standard form from the public authority which issued the public document.

### 3.3 List of Public Documents accepted for legalisation – No prior certification required

The below (non-exhaustive) list of **original** documents are considered to be public documents that are accepted for legalisation without the necessity for additional formalities or requirements. (Documents printed from a website or email do not come under this category).

These documents do not require any prior certification as they are public documents. In general, such documents must be original government, administrative or publically-issued documents with an ink signature and/or seal and/or stamp.

- **Irish birth, adoption, death and marriage certificates** (if not falling under the EU regulation as described above)
  - Only original documents issued by the Irish General Register Office will be legalised
- **Naturalisation Certificates**
  - Original Certificate issued by the Department of Justice with photograph, name, date of birth, and Certificate Number
- **Medical Reports**
  - Must be originals, signed and dated by a doctor on the Medical Council of Ireland Register
- **Garda Clearance Certificates**
  - Must be signed and dated by a staff member of An Garda Síochána, and bear an original wet ink stamp of the relevant issuing Garda station
- **Garda Fingerprint document**
  - Must bear original signature and wet ink stamp of An Garda Síochána
- **Documents issued by the Irish Courts**
  - Must be dated and stamped by the Court Registrar/bear the seal of the Court
  - Eg. Divorce decrees, change of name by Deed Poll
- **Civil Letters of freedom to marry abroad (Certificats de Coutume) and Certificates of Single Status for use abroad** (if not falling under the EU Regulation as described above)
  - Issued by the Department of Foreign Affairs and Trade, signed and dated by a Departmental officer authorised to sign on behalf of the Minister
- **Documents issued by Irish Government Departments and publicly funded bodies**
  - Must be signed, dated and stamped with an original wet ink stamp and include contact details for verification purposes
- **Irish Educational Certificates**
  - Issued/awarded by a body recognised by the Department of Education or Quality and Qualifications Ireland (QQI)
  - Photocopies of educational certificates must have been stamped with the original wet ink stamp of issuing authority
- **Other documents issued by Irish education institutions**
  - Must be issued by a body recognised by the Department of Education or Quality and Qualifications Ireland (QQI), and must be stamped with an original wet ink stamp
  - Eg school report / transcript

- **Leaving Certificate**
  - Original final Certificate issued by the State Examination Commission
- **Coroners Certificate**
  - Original final or interim Certificate of Fact of Death
  - Eg. To facilitate removal of body outside the State
- **Cremation Certificate**
  - The Department of Foreign Affairs and Trade will confirm the details with cemetery before it can be authenticated / Apostilled
- **Documents issued, signed and stamped by the Companies Registration Office (CRO)**
- **Documents issued, signed and stamped by the Revenue Commissioners**
- **Documents issued, signed and stamped by the Health Products Regulatory Authority (HRPA)**
- **Certificates of Origin issued, signed and stamped by Chambers of Commerce. (Chambers Ireland /AICC)**

### 3.4 Certification/Attestation of private documents

The Apostille Convention deems that a notarial act or notarial certificate applied to a private document is considered to be a public document, and can therefore be legalised.

The Handbook on the Practical Operation of the Apostille Convention (second edition, 2023, page 54) defines a notarial act as:

*“A notarial act is an instrument or certificate drawn up by a notary that may perfect, record, or verify an obligation, fact, or agreement. When authenticated by the signature and official stamp / seal of the notary, the notarial act is a public document under Article 1(2)(c) of the Convention.*

*In some jurisdictions, the term “notarial act” refers to a function that the notary is authorised to perform, such as certifying the genuine nature of a signature. These are not notarial acts for the purposes of Article 1(2)(c) and will instead fall under Article 1(2)(d).”*

Specimen signatures of all Notaries Public and Commissioners for Oath are sent to the Department of Foreign Affairs and Trade by the Supreme Court, and kept on file for verification purposes.

The Department does not hold specimen signatures of all Solicitors, though there are a number held on file.

Solicitors are responsible for ensuring that their signatures have been received by The Department of Foreign Affairs and Trade, on headed paper prior to providing a service to a client. Solicitors must hold a valid practising certificate issued by the Law Society of Ireland. The signature must be that of the solicitor, not of the company. Specimen signatures must be original ink signatures.

**If a specimen signature is not on file, the document will be rejected. Signatures should be consistent and match those on file.**

All notarial certificates and attestations by solicitors and Commissioners for Oath must contain the following information:

- Name of the Notary Public/Solicitor/Commissioner for Oath;
- Address of the Notary Public/Solicitor/Commissioner for Oath;
- Stamp / Seal of the Notary Public/Solicitor/Commissioner for Oath;
- Date;
- Clear statement indicating precisely what action the Notary Public/Solicitor/Commissioner for Oath is attesting (simply saying “witnessed” or “certified” is not sufficient); and
- Evidence to support the certificate/attestation.

In accordance with professional conduct rules on conflicts of interests, Notaries Public, Solicitors and Commissioners for Oath cannot certify or attest documents in matters in which they have a personal interest, relates to themselves or if they are related to the signer.

The Department of Foreign Affairs and Trade reserves the right to contact a Notary Public/Solicitor/Commissioner for Oath to verify their certificate/attestation.

### 3.4.1 Notary Public

A Notary Public is a public officer appointed by the Chief Justice (under s.10(1)(b) of the Courts (Supplemental Provisions) Act 1961) to certify the due execution in their presence of deeds, contracts, or other writings and to verify certain acts or things done in their presence. A notary must verify and keep a record of the signer’s identity, name, address, and authenticate any signature being applied to the document in their presence, and verify the signer’s ability in a general way to understand the document. The notarial act or certificate must state the date and place at which the notarisation took place. The certification or verification is then authenticated by the notary’s signature and official seal.

In order for the Department of Foreign Affairs and Trade to apply an Apostille or authentication to a private document, a notary must have set out in the certification what exactly is being certified relevant to the document; how the identity of a declarant was established; how the origin or authenticity of the document was ascertained and determined that it was issued validly, and what precisely was done in their presence. As a notarial act or certificate is a legal statement, the notary is only able to make that statement based on evidence and facts known to them.

Notaries Public may bind multiple documents together to submit as one ‘bundle’. Bundles must either; contain a covering notarial certificate which clearly states precisely what they are certifying with respect to each document enclosed, or; each document within the bundle must have its own specific certification statement. Documents of multiple pages and Notarial Certificates must be adequately sealed/bound in a way that pages cannot be interfered with, added, or removed after the notarial certificate has been applied, e.g. use of a wafer stamp over staples.

The website of the Faculty of Notaries Public in Ireland ([www.notarypublic.ie](http://www.notarypublic.ie)) has a search facility to find notaries in each county.

### 3.4.2 Solicitor

A Solicitor is a qualified legal professional regulated by the Law Society of Ireland, providing comprehensive legal advice, drafting documents, managing conveyancing, wills, and litigation, and

representing clients in all courts. Solicitors are empowered by Section 72 of the Solicitors (Amendment) Act 1994 to administer oaths and affirmations as if they were a Commissioner for Oaths. Solicitors all have the power of administering oaths in the same manner as Commissioners for Oaths on affidavits and statutory declarations.

### 3.4.3 Commissioner for Oaths

A Commissioner for Oaths is a person appointed by the Chief Justice (under s.10(1)(b) of the Courts (Supplemental Provisions) Act 1961) to administer oaths (including affirmations and declarations) and to formally witness persons swearing or affirming affidavits for the purpose of court proceedings and for the purposes of registration of documents.

Commissioners for Oaths are appointed by the Chief Justice and are usually, though not always, solicitors.

Commissioners for Oaths may not certify documents as true copies of the original, unless they are also solicitors.

Commissioners for Oaths cannot bind documents, only a Notary Public can do this.

## 3.5 List of documents which require certification before being legalised

The following (non-exhaustive) list of private documents, if appropriately certified by one of the above appropriately qualified persons, in accordance with the below guidelines, may be legalised for use abroad.

- **Certified photocopies of the documents listed in section 5.1 above**
  - If a notary/solicitor is certifying that a document is a true and genuine copy of an original document, it follows that they must certify that they personally saw the original document, which was presented to them, and the photocopy is a true and faithful copy of the original document
- **Copies of Irish Passports**
  - Copies of Irish passports may be certified by the Irish Passport Office or an Irish Notary Public/solicitor. As above, if certifying that a passport is a true and genuine copy of an original passport, it follows that they must certify that they personally saw the original passport, which was presented to them, and the photocopy is a true and faithful copy of the original passport
- **Leaving Certificate Statement of Provisional Results**
- **Psychologist Reports**
  - Must be signed by Psychologist registered on Psychological Society of Ireland
- **Psychotherapist / Counsellor Reports**
  - Must be signed by Psychotherapist / Counsellor registered on the Irish Council for Psychotherapy and/or Irish Association for Counselling and Psychotherapy
- **Embalming Certificates**
- **Funeral Home Remains Certificate**
  - Eg. Certificate of contents of urn / coffin
- **Copies of non-Irish Passports**

- In general, applicants requiring that copies of non-Irish passports be legalised will be redirected to seek legalisation from the relevant country of the issuing authority, as such an authority can authenticate the validity of the original passport
- Copies of passports will only be legalised by the Department of Foreign Affairs and Trade in the following circumstances:  
Copies of non-Irish passports that have been stamped/verified by the Embassy of the issuing country, and certified as a true copy by a practicing Irish solicitor/Irish Notary
- **Documents containing translations**
  - Translated documents must be translated by an Irish registered translator, and then notarised. (Translators must be registered on ATII or be from an Irish registered translation company with CRO number). The translator must sign and date the translation and must set out their qualification to translate. Translated documents must be bound together, and the Notaries certification must be on the English version of the document, or on a covering Notarial Certificate
  - The Department of Foreign Affairs and Trade does not accept for legalisation translations of foreign passports, foreign birth certificates or foreign educational qualifications, despite being translated in Ireland
  - Translations of degree certificates issued by a university, where the original Irish certificate is issued in Latin may be accepted for legalisation. They must be originals with a wet ink stamp of the issuing body, or be certified by a solicitor/notary
- **Documents in dual language format**
  - If the document is in dual languages (other than Irish and English), and are not translated by a registered translator, it should not state that one language is a translation of the other. Use of the word 'version' (or something similar) should be used in place of the word 'translation' on dual language documents
  - Public documents, eg birth certificate, marriage certificate etc. must be translated by a certified Irish translator. They cannot use 'versions' as per above.
- **Private documents, and photocopies of same**
- **Affidavits**
  - The jurat (or swearing clause) must contain sufficient detail as to how the solicitor, notary or commissioner for oaths has established the identity of the deponent (person making the affidavit) including specific detail of the photographic identification used, stating clearly that the deponent was in the physical presence of the solicitor, notary, or commissioner for oaths. The jurat must state the date and the place (county/city) where the affidavit was sworn, and it must be signed. Any documents attached to the affidavit (exhibits) must be signed by the deponent and the solicitor/notary/commissioner for oaths. Improperly completed jurats will result in the legalisation being refused.
- **Powers of Attorney**
  - The jurat (or swearing clause) must contain sufficient detail as to how the solicitor, notary or commissioner for oaths established the identity of the deponent (person making the affidavit) including specific detail of the photographic identification used, stating clearly that the deponent was in the physical presence of the solicitor, notary or commissioner for oaths. The jurat must state the date and the place (county/city) where the affidavit was sworn, and it must be signed. Any documents attached to the affidavit (exhibits) must be signed by the deponent and the notary/solicitor/commissioner for oaths. Improperly completed jurats will result in the legalisation being refused.
- **Bundles containing multiple documents**

- These must be secured together so they cannot be interfered with after being legalised. They must be sufficiently certified for all relevant documents within
- **Company Documents**
  - Eg, Financial Statements, Invoices, Company Constitution, Board Resolution, Minutes
- **Certified Signatures**
- **Adoption Dossiers**
  - Should not contain copies of foreign passport or birth certificates, unless copies of passport made in the presence of the Notary Public, and stamped/verified by relevant issuing authority
- **Post-Placement Reports following Adoptions**
  - As above
- **Documents issued by EU agencies for Irish companies**
  - Eg. ISO, BSI, GMP, Certificate of Pharmaceutical Product.
  - Must be notarised with notarial certificate outlining clear Irish link
- **Export documents**

## 4 Examples of documents not accepted for Legalisation

There can be reasons that the Department of Foreign Affairs and Trade is unable to accept documents for Legalisation. This could relate to the document itself, the contents of the document or the certification of the document.

The below (non-exhaustive) list contains some examples. The Department reserves the right to amend and update this list periodically.

- **Foreign Documents.**
  - Both originals, certified copies and translations
- **Notarised documents issued by non-EU agencies for Irish companies**
- **Laminated documents**
- **Leaving Certificate results issued by schools**
- **Dual language documents where the Notary/Solicitor has only applied a certification to the foreign language document**
- **Certification of an underlying document or a copy of a document that is in a language other than English or Irish and there is no accompanying English translation/version**
- **Multilingual Standard Forms**
- **Documents presented solely in a language other than English or Irish**

- **Translations of foreign passports, foreign birth certificates or foreign educational qualifications, despite being translated in Ireland**
- **Individual documents which have an expiry date that has passed, and bundles that contain these documents**
  - Unless in extenuating circumstances eg. person deceased
- **Documents that contain e-signatures, unless notarised and notary has specified they have seen/verified the original e-signature**
- **Documents containing only an electronic signature – with the exception of:**
  - Birth certificates from the General Register Office which we authenticate as they are original certificates issued by the GRO
  - Printed digital revenue documents, as long as each document has been signed and stamped by a Revenue official
- **Documents containing redactions that have not been referenced**
  - Any redactions must be referenced in the document/certification of the notary
- **Educational Certificates not registered with/recognised by QQI**
  - Issued by schools/third level institutions which are not registered with the Department of Education/accredited by QQI. Eg;
    - TEFL / Alison / Warnborough College - accreditation based in UK;
    - Association Montessori Internationale (AMI) – accreditation based in the Netherlands;
    - American College Dublin – some courses are QQI accredited, most accredited by USA. Check to verify [Irish Register of Qualification](#).
- **Certificates issued by religious organisations**
  - Includes baptism, communion, marriage, divorce and other religious certificates
- **Deed Polls that have not been enrolled in the Central Office of the High Court**
- **Documents that have been certified as true copies of the original(s) by anyone other than the issuing authority or a notary public/solicitor**
- **Notarial Statements that certify that a document complies with legal requirements of a foreign country if the notary is not qualified to make such a statement**
- **Documents that have previously been Notarised by a foreign notary, unless this is specified in the notarial certification/statement**
- **Notarial statements which have no underlying document attached or referenced**
- **Documents that have been signed by a retired solicitor**
- **Documents which are incomplete. i.e. details which have not been completed**
- **Documents executed by diplomatic or consular agents shall not be Apostilled (as per subparagraph 3(a) of Article 1 of the Hague Convention)**

- Documents of this nature should first be authenticated, and the signature of the Department Of Foreign Affairs And Trade official who signed the authentication label can then be Apostilled. (The customer will only be charged for one stamp per document)
- **Certified documents with insufficient notarial certificates / statements provided by the Public Notary / Solicitor / Commissioner for Oaths**
- **Certified documents stating that the underlying document is a true translation of an original without an accepted translation**
- **Documents certifying that a public document issued outside of Ireland is an authentic document from that foreign public authority**
- **Documents that have been certified by a foreign Notary Public**
- **Documents certifying the notarial act or certificate of a foreign Notary Public**
- **Documents which contents reference an attachment that is not present**
- **Notarial certificates where the underlying document:**
  - Contains statements that appear on their face to be false;
  - Contains offensive or inflammatory language;
  - Appears on its face to be for a fraudulent or otherwise illegal purpose.

**Other reasons why a document may be refused legalisation include:**

- It is not an original document;
- It is incomplete or incorrect (such as missing a date, seal, signature, CRO or passport number, or attachments);
- The signature/stamp/seal does not match official records;
- It has been altered;
- It is damaged (including unclear dates, seals or illegible signatures);
- It doesn't meet a statutory requirement (such as under the Power of Attorney Act 1996);
- Its content is inappropriate for legalisation (such as fraudulent or offensive);
- It has not been notarised correctly.

## 5 Verifying the validity of an Apostille/authentication

The Department of Foreign Affairs and Trade operates an **e-Register** for the verification of Apostille and authentication stamps. The online electronic register enables anyone to verify the authenticity of an Apostille or authentication issued in Ireland.

The e-Register can be inspected [here](#).

## 6 Documents notarised/certified by an Irish Diplomat / Consular Officer

Under Section 5 of the Diplomatic and Consular Officers (Provision of Services) Act 1993, an Irish diplomat is empowered to perform any act which a Notary Public may perform in the State. However, it should be noted that this is not an obligation for diplomats/consular officers. It is at the discretion of each officer/consulate/embassy whether to utilise these powers.

Certifications from Diplomats / Consular Officers must contain:

- Clear statement indicating what the officer is attesting;
- Name and signature of the officer;
- Stamp / Seal of the Embassy, and
- Date.

As with Public Notaries and solicitors, we must receive a sample signature from the officer, to maintain on file for verification.

Wafer stamp is not required for documents that have been bound with a staple by Embassy personnel.

## 7 Counter signing of documents by Irish Embassies (non-Hague countries)

Irish Embassies abroad use the counter-authentication stamp to counter sign foreign documents that have been authenticated by the relevant issuing country, to enable their use in Ireland.

## 8 Appeals

If a decision is taken not to legalise a document at our public counters in Dublin or Cork, an immediate review of the decision can be requested to be carried out by the supervisor on duty.

If an applicant remains dissatisfied with the decision, an appeal can be made in writing, submitting a full copy of the documents under appeal to: Authentications Appeals Officer, Consular Division, Department of Foreign Affairs and Trade, Iveagh House, 80 St. Stephen's Green, Dublin 2, D02 VY53.

Alternatively, the Appeals Officer can be emailed directly at [authenticationappealsdublin@dfa.ie](mailto:authenticationappealsdublin@dfa.ie)

## 9 Customer/public interactions

This policy document should be applied consistently when considering applications for legalisation. Impartiality should be applied when dealing with customers. Under any instances of potential conflict of interests, another member of staff should be asked to process the customer's request. If a customer asks for an official's name, an official may provide their first name. There is no requirement for staff

members to provide their surname, for their own data protection. Officials should not give out their own personal details (i.e. full name, email address, or phone number).

We are committed to providing a high standard of service and dealing with customers courteously and helpfully at all times. Equally, officials working at the Public Counters of the Department of Foreign Affairs and Trade are entitled to be treated with dignity and respect. Under no circumstances will threatening or abusive behaviour towards staff be tolerated. Any person engaging in such behaviour will not be permitted to use our public counter and will be asked to use our postal service. Members of the public are prohibited from filming or recording staff on the premises. Any such filming or recording of staff members is a violation of their privacy and their data protection rights.

## 9.1 Data Protection

The Privacy Policy of the Department of Foreign Affairs and Trade can be found [here](#).

## 9.2 Contact information

Please find our contact details below.

Dublin	Public Office	Monday, Tuesday, Thursday, Friday	09:30 - 12:30	14:30 - 15:30
	Helpline +353 (0) 1 408 2174	Monday - Friday	09:30-12:30	
Cork	Public Office	Tuesday & Thursday	09:30-12:30	
	Helpline +353 (0) 21 4944 765/766	Monday - Friday	09:30-12:30	
Dublin & Cork	Web Contact form	<a href="#">Web contact form</a>		

## 10 Useful links

Department of Foreign Affairs and Trade – Legalisation Office information  
[www.ireland.ie/documentauthentication](http://www.ireland.ie/documentauthentication)

Department of Foreign Affairs and Trade e-Register <https://authentications.dfa.ie/>

Department of Foreign Affairs and Trade web contact form [Contact Apostille/Authentication Of Documents | Department Of Foreign Affairs | Ireland.ie | Ireland.ie](#)

Hague Convention Text [http://www.hcch.net/index\\_en.php?act=conventions.text&cid=41](http://www.hcch.net/index_en.php?act=conventions.text&cid=41)

Hague Convention Signatories  
<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

EU Regulation on Public Documents <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016R1191>

List of EU Member States [https://europa.eu/european-union/about-eu/countries\\_en](https://europa.eu/european-union/about-eu/countries_en)

British Legalisation Office <https://www.gov.uk/get-document-legalised>

Law Society of Ireland <https://www.lawsociety.ie/>

The Faculty of Notaries Public in Ireland <http://www.notarypublic.ie/>

Apostille Handbook [a19ae90b-27bf-4596-b5ee-0140858abeaa.pdf](#)

Quality and Qualifications Ireland (QQI) - Register of qualifications [Irish Register of Qualification](#)