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<i>Date of entry into force</i>	<b>20 October 2021</b>	<i>Date of repeal</i>	

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**Links to other documents**

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JOINT ORDER OF THE MINISTER OF JUSTICE OF THE REPUBLIC OF ARMENIA AND THE MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF ARMENIA ON DEFINING THE PROCEDURE FOR SUBMITTING AN APPLICATION FOR CERTIFICATION OF OFFICIAL DOCUMENTS WITH APOSTILLE, THE TEMPLATE, TYPES, REQUISITES OF APOSTILLE, the TIME LIMITS AND PROCEDURE FOR USING THE "E-APOSTILLE" UNIFIED ELECTRONIC MANAGEMENT SYSTEM, STORING, DESTROYING DATA, THE PROCEDURE FOR KEEPING, USING AND MAINTAINING THE UNIFIED DATABASE OF THE "E-APOSTILLE" UNIFIED ELECTRONIC MANAGEMENT SYSTEM AND THE LIST OF OFFICIAL DOCUMENTS CERTIFIED WITH APOSTILLE

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**MINISTER OF JUSTICE  
OF THE REPUBLIC OF ARMENIA**

No 483-N of 5 October 2021  
city of Yerevan

**MINISTER OF FOREIGN AFFAIRS  
OF THE REPUBLIC OF ARMENIA**

No 2056-N of 8 October 2021  
city of Yerevan

**JOINT ORDER**

**OF THE MINISTER OF JUSTICE OF THE REPUBLIC OF ARMENIA AND  
THE MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF ARMENIA  
ON DEFINING THE PROCEDURE FOR SUBMITTING AN APPLICATION FOR  
CERTIFICATION OF OFFICIAL DOCUMENTS WITH APOSTILLE, THE TEMPLATE,  
TYPES, REQUISITES OF APOSTILLE, THE TIME LIMITS AND PROCEDURE FOR  
USING THE "e-APOSTILLE " UNIFIED ELECTRONIC MANAGEMENT SYSTEM,  
STORING, DESTROYING DATA, THE PROCEDURE FOR KEEPING, USING AND  
MAINTAINING THE UNIFIED DATABASE OF THE "e-APOSTILLE" UNIFIED  
ELECTRONIC MANAGEMENT SYSTEM AND THE LIST OF OFFICIAL DOCUMENTS  
CERTIFIED WITH APOSTILLE**

Guided by part 5 of Article 3 of the Law of the Republic of Armenia "On certification of official documents of the Republic of Armenia with Apostille",

***We hereby order:***

To define:

1. The procedure for submitting an application for certification of official documents with Apostille, the template, types, and requisites of Apostille and the list of official documents certified with Apostille, pursuant to Annex No 1.
2. The time limits and procedure for using the "e-Apostille" unified electronic management system, storing, destroying data, pursuant to Annex No 2.
3. The procedure for keeping, using and maintaining the unified database of the "e-Apostille" unified electronic management system, pursuant to Annex No 3.
4. This Order shall enter into force on the day following its official promulgation.
5. Apostille certification of official documents issued by the bodies referred to in sub-points 1 and 3, paragraphs "b", "c", "d", "e" and "f" of sub-point 4, sub-points 6, 7, 8, 9, 11, 12, 13, 14, 15 and 24 of point 2 of Annex No 1 approved by this Order shall be carried out from 1 February 2022.
6. Apostille certification of official documents issued by the bodies referred to in sub-point 5, paragraphs "a", "b" and "f" of sub-point 16, sub-points 18, 25 and 26 of point 2 of Annex No 2 approved by this Order shall be carried out from 1 December 2021.
7. The electronic platform for accepting on-line applications for certification of electronic documents with Apostille verified with an electronic seal and signature referred to in point 19 of Annex No 1 approved by this Order shall be carried out from 1 March 2022.

**Acting Minister of Justice  
of the Republic of Armenia**

**K. Grigoryan**

**Minister of Foreign Affairs  
of the Republic of Armenia**

**A. Mirzoyan**

## **Annex No 1**

**to Joint Order of the Minister of Justice  
No 483-N of 5 October 2021 and  
the Minister of Foreign Affairs  
No 2056-N of 8 October 2021**

### **THE PROCEDURE FOR SUBMITTING AN APPLICATION FOR CERTIFICATION OF OFFICIAL DOCUMENTS WITH APOSTILLE, THE TEMPLATE, TYPES, REQUISITES OF APOSTILLE AND THE LIST OF OFFICIAL DOCUMENTS CERTIFIED WITH APOSTILLE**

#### **1. GENERAL PROVISIONS**

1. This Annex shall regulate the relations pertaining to submission of application for certification of official documents with Apostille, as well as define the template, types, requisites of Apostille and the list of official documents certified with Apostille.

#### **2. LIST OF DOCUMENTS SUBJECT TO CERTIFICATION WITH APOSTILLE**

2. The following documents shall be certified with Apostille by the Ministry of Justice:
  - (1) decision, executive orders, orders on recruiting and dismissing from work, statements of information on the place of employment, position held, employment period, and salary, issued to employees by the Government of the Republic of Armenia, Ministries of the Republic of Armenia, and written responses provided to citizens and legal entities by the staffs of the above-

indicated bodies (including the structural and separated sub-divisions thereof) as a result of consideration of applications.

- (2) Positive or negative opinion on eligibility for adopting a child, inter-state adoption certificate issued by the Ministry of Justice.
- (3) The following documents issued by the Ministry of Healthcare:
  - a. positive or negative opinion of the commission issuing expert opinion on impossibility of treatment (examination) of the military servant in an organisation providing medical aid and service operating in the territory of the Republic of Armenia and on performing the treatment in foreign states;
  - b. statement of information on the eligibility to work as a senior or mid-level medical worker in the Republic of Armenia;
  - c. statement of information on involvement, participation in the works performed by the Ministry of Healthcare conditioned by the Coronavirus (COVID) pandemic and martial law;
  - d. export certificate;
  - e. export certificate for narcotic drugs or psychotropic substances;
  - f. export licence for human blood and components thereof;
  - g. export licence for narcotic drugs or psychotropic substances or precursors thereof.
- (4) Documents issued by closed joint-stock companies (hereinafter referred to as "CJSC"), state non-commercial organisations (hereinafter referred to as "SNCO"), institutions providing medical aid and service operating under the subordination of the Ministry of Healthcare, in particular:

- a. post-graduate professional education diploma, certificates of advanced training, short-term specialisation and credit courses, conclusion on hygiene issued by "National Institute of Health named after Academician S. Avdalbekyan" CJSC;
  - b. discharge epicrisis, sick leave certificates, excerpts from ambulatory medical card of an adult, ambulatory medical surveillance card of a child, individual card of a pregnant and parturient woman, neonatal management card, statement of information on the course of pregnancy, prenatal record, delivery record, excerpts from birth history, neonatal death epicrisis, consilium opinion on diagnosis and management of intrauterine developmental defects and abnormalities of the fetus, medical certificate of birth and death issued by organisations providing medical aid and service;
  - c. certificate of antibody test for human immunodeficiency virus issued by the "National Centre for Infectious Diseases" CJSC;
  - d. statement of information on narcological record-registration issued by the "National Center for Addictions Treatment" CJSC, an organisation providing narcological medical aid and service;
  - e. statement of information on record-registration of persons with mental health problems, opinion on mental health issued by an organisation providing psychiatric medical aid and service;
  - f. expert opinion, medical certificate of death issued by the "Scientific-Practical Center of Forensic Medicine" SNCO.
- (5) documents issued by the Unified Social Service of the Ministry of Labour and Social Affairs:
- a. pension certificate, statement of information on the type and amount of pension (benefit); b. statement of information on being (not being)

- a beneficiary of social programmes of the Ministry of Labour and Social affairs;
  - c. carbon copy of the scanned employment record book;
  - d. medical and social expert examination decision (Unified Social Service); e. work permit for foreign workers in the Republic of Armenia.
- (6) Documents issued by the Ministry of Education, Science, Culture and Sport:
- a. licences issued to legal entities for implementation of a pre-school education programme, implementation of an elementary general education programme, implementation of a basic general education programme, implementation of a secondary general education programme, implementation of a primary vocational (handicraft) education programme, implementation of a secondary vocational education programme, implementation of a Bachelor's education programme and a Master's education programme;
  - b. certificate of the right for export or temporary export of cultural property, certificate of accreditation of expert conducting expert examination of cultural property, and musical instrument certificate.
- (7) Licenses for importing and exporting military products, transit transportation of military products, re-selling military products, end-user certificate issued by the Ministry of Defence.
- (8) military enlistment record card of the citizen of pre-draft age, military enlistment record card of the citizen of draft age, military service record book, statement of information on military enlistment of the citizen issued by the Conscription and Mobilisation Service of the Ministry of Defence and the territorial sub-divisions thereof.

- (9) discharge epicrisis, sick leave certificate, excerpts from ambulatory medical card, medical surveillance card, medical certificate of death issued by organisations of the Ministry of Defence providing medical aid and service;
- (10) graduation documents (education certificate, academic certificate, diploma, supplement) and statements of information drawn up on the basis thereof, issued by the military and education institutions of the Armed Forces of the Republic of Armenia;
- (11) documents issued by the Ministry of Economy:
  - a. single use or general licence for the export of precious metals, precious stones, unwrought precious metals, precious metal scrap and waste, precious metal minerals and concentrates and raw material containing precious metals from the territory of the Republic of Armenia to third countries and import thereof from third countries to the territory of the Republic of Armenia;
  - b. Kimberley process certificates when exporting diamond to the Republic of Armenia; c. single use, individual and general permits for the export of dual-use goods, the transit transportation thereof through the territory of the Republic of Armenia and the transfer of dual-use information and results of intellectual activity; d. end-user and import certificates;
  - c. single use licence for importing plant protection agents included in the Unified List of Products in the sector of foreign trade from third countries to the territory of the Republic of Armenia (heading 3808 of the Commodity Nomenclature of Foreign Economic Activity of the Eurasian Economic Union (hereinafter referred to as EAEU CN FEA, except for self-adhesive tapes classified under heading 380894);

- d. opinions on attesting the designated purpose of products imported to the Republic of Armenia for production of sugar without paying the import customs duty, classified under codes EAEU CN FEA 1701 13 and 1701 14 (raw cane sugar without aromatic and colouring additives, except for sugar beet);
- e. certificates of state registration and registration of vaccines, sera and diagnostics used in the Republic of Armenia in the veterinary field;
- f. state supervision acts issued for the export (import) of precious stones or precious metals from the territory of the Republic of Armenia to third countries.

(12) Documents issued by the Ministry of Environment:

- a. permit for the export of botanical collections and specific specimen from the territory of the Republic of Armenia and the import thereof to the territory of the Republic of Armenia;
- b. permit for the export of wild animals and zoological collections and specific specimen from the territory of the Republic of Armenia and the import thereof to the territory of the Republic of Armenia;
- c. permits (certificates) for the export and import of wild animals and plants, parts and derivatives thereof subject to regulation under the "Convention on International Trade in Endangered Species of Wild Fauna and Flora" (hereinafter referred to as "CITES"), including permits for the export of wild animals and plants, parts and derivatives thereof included in the CITES Appendices;
- d. permit (certificate) for re-export of wild animals and plants, parts and derivatives thereof included in the CITES Appendices;



- e. permit (certificate) for the import of wild animals and plants, parts and derivatives thereof included in the CITES Appendices;
- f. permit (certificate) for the export of specimen of sturgeons bred in captivity;
- g. single use licence for the export (delivery) of ozone-depleting substances;
- h. licence for hazardous waste use activities and supplements to the licence;
- i. single use licence for the export and import of hazardous waste;
- j. single use licence for the import of toxic substances not deemed to be precursors of narcotic drugs or psychotropic substances;
- k. state expertise opinion on environmental impact assessment;
- l. single use export licence in case of export of wild animals and specific wild plants and herbal raw materials from wild plants, the transportation of which through the customs territory of the Eurasian Economic Union is limited;
- m. single use export licence in case of export of species of rare and endangered wild animals and plants included in the Red Books of Member States of the Eurasian Economic Union, the transportation of which through the customs territory of the Eurasian Economic Union is limited.

(13) Documents issued by Marzpetarans of the Republic of Armenia (Yerevan Municipality) and territorial administration bodies, municipalities (administrative districts of the city of Yerevan):

- a. decisions, executive orders, orders on recruiting and dismissing from work, statements of information on the place of employment, position

held, employment period, and salary issued to employees, written responses provided by the staffs of the above-indicated bodies (including the structural and separated sub-divisions) to citizens and legal entities as a result of consideration of applications;

- b. decisions on establishing guardianship, curatorship, and patronage, positive or negative opinion on the eligibility for adoption of a child, opinions, decisions, and acts of the guardianship and curatorship body;
- c. certificates on special educational need;
- d. statements of information on the composition of the family, permanent place of residence or actual place of residence; e. carbon copies of documents available in archives of a marzpetaran or a community upon written application of citizens or legal entities;
- f. discharge epicrisis, sick leave certificate, excerpts from ambulatory medical card of an adult, ambulatory medical surveillance card of a child, individual card of a pregnant and parturient woman, neonatal management card, statement of information on the course of pregnancy, prenatal record, delivery record, excerpts from birth history, neonatal death epicrisis, consilium opinion on diagnosis of intrauterine developmental defects and abnormalities of the fetus, medical certificate of birth and death issued by medical institutions under the subordination of marzpetarans (Yerevan Municipality);
- g. no objection letter on burying remains of compatriots buried abroad in the birthplace thereof or on re-burying thereof issued by "Special service of population" Community Non-Commercial Organisation of Yerevan Municipality.

(14) Documents issued by the Committee of Cadastre:

- a. certificate of qualification of cartographer, geodesist, metrologist (record-registering person) and land management specialist;
- b. certificate of qualification of immovable property appraiser.

(15) Documents issued by the State Revenue Committee:

- a. certificate of record-registration of notaries, natural persons who are not individual entrepreneurs and notaries, diplomatic representations and consular offices, accredited in the Republic of Armenia, international organisations, permanent establishments equivalent thereto (except for branches and representations of non-resident organisations record-registered with the Agency for State Register);
- b. excerpt from the individual account of natural persons;
- c. statements of information on the income deemed to be an object of calculation of income tax prescribed by the law and on the income tax for the year preceding the incident of temporary incapacity of a self-employed person, and amounts subject to compensation to the employer;
- d. statement of information on taxes paid by a non-resident of the Republic of Armenia;
- e. statement of information on confirming the status of a resident of the Republic of Armenia;
- f. statement of registration on the amount of the stamp fees issued to stamp fee payers;
- g. statement of information of the Passport and Visa Department of the Police on the availability or absence of liabilities with respect to incomes of the citizen controlled by the tax authority related to termination of the citizenship of the Republic of Armenia;

- h. statement of information on liabilities with respect to incomes controlled by the tax authority, debit amounts, tax amounts paid in excess of the prescribed amounts, and amounts available on the joint account, based on the application submitted by the tax-payer.

(16) Documents issued by the Police:

- a. statements of information on citizenship or statelessness of a person (Passport and Visa Department of the Police);
- b. statement of information on termination of the citizenship of the Republic of Armenia of a person (Passport and Visa Department of the Police);
- c. statement of registration or letter on data available in the State Register of Population regarding a person (Passport and Visa Department of the Police and territorial sub-division);
- d. statement of registration or letter on personal data of a person available in the card indices and archive documents, and changes thereto (Passport and Visa Department of the Police and territorial sub-division);
- e. document or statement of information attesting the legal residence or the residence status of a person (Passport and Visa Department of the Police and territorial sub-division);
- f. certificate of state registration of the right of ownership of a vehicle, and certificate of record-registration of the vehicle (Road Police Service).

(17) Judicial acts of courts of the Republic of Armenia, excerpts therefrom.

(18) Documents issued by the Agency for State Register of Legal Entities:

- a. excerpts containing full information on legal entities, separated sub-divisions, institutions thereof and individual entrepreneurs, issued from the Unified State Register;
- b. excerpts or statements of information issued as a result of registration and record-registration (including amendments thereto) of legal entities, separated sub-divisions, institutions thereof and individual entrepreneurs;
- c. excerpts on secured rights over movable property.

(19) Documents issued by the National Archives:

- a. statements of information, excerpts on or certified photocopies of the employment record, amount of salary, social payments, education, election in representative bodies, awards, honorary titles, military service, participation in partisan and resistance movements, being in concentration camps, repression, immovable property (estate, land parcel, factory, house, apartment, garage, etc.), number of persons registered at the moment of privatisation of the apartment or the land parcel;
- b. decisions of legislative, executive bodies, decisions or judgements of judicial bodies, notarial transactions, statements of information on changing the name an organisation, settlements or other names, and of biographic nature (nationality, birth, marriage, death, changing the name, adoption, migration, repatriation).

(20) Certificates of, statements of information on civil status acts registration.

(21) Documents drawn up as a result of actions arising from the functions of the notary (certified, attested documents, certificates, etc.).

(22) Documents issued by educational institutions of the Republic of Armenia:

- a. graduation documents (education certificate, academic certificate, diploma, supplement) and statements of information drawn up on the basis thereof;
  - b. statements of information on admission of pupils, students, learners to educational institutions, studying thereat, graduating therefrom, period of study, and doing student internship.
- (23) Certificate of scientific degree, diploma of scientific titles granted by the Supreme Certifying Committee, and the statement of information on granting thereof.
- (24) Statement of information on expiration of the term of punishment or term of supervision issued to a probation beneficiary.
- (25) Decisions, executive orders, orders on recruiting and dismissing from work, statements of information on the place of employment, position held, employment period, and salary issued to employees by the Committee of Cadastre, the State Revenue Committee, the Police, courts of the Republic of Armenia, the Unified Social Service of the Ministry of Labour and Social Affairs, institutions providing medical aid and service under the subordination of the Ministry of Healthcare, the Ministry of Defence and Marzpetarans of the Republic of Armenia (Yerevan Municipality), bodies of the Prosecutor's Offices of the Republic of Armenia, the Central Bank, the Notarial Chamber, the Penitentiary Service, the Compulsory Enforcement Service, the National Archives, and educational institutions of the Republic of Armenia.
- (26) Written responses provided to citizens and legal entities as a result of consideration of applications by the bodies and organisations referred to in sub-point 25 of this point (including the structural and separated subdivisions), except for the courts of the Republic of Armenia.

3. The following documents shall be certified by the Ministry of Foreign Affairs:
  - (1) statements of information on absence of criminal prosecution, being on the wanted list and criminal record in the Republic of Armenia;
  - (2) documents referred to in point 2 of this Annex that have been submitted for Apostille certification to the diplomatic service agencies of the Republic of Armenia operating in foreign states.

### **3. REQUISITES FOR APOSTILLE, FILLING IN AND CERTIFICATION THEREOF**

4. Apostille shall certify the authenticity of the official position of the person signing the document, the signature thereof, the seal or the stamp placed on the document.
5. Each document shall be certified with one Apostille. Where the carbon copy or the translation of the official document, certified through notarial procedure, is attached to the original thereof, one of them shall be certified with Apostille upon the wish of the applicant.
6. Where the official document subject to certification with Apostille consists of more than one page, it shall be considered as accepted for certification with Apostille as one document. The document consisting of more than one page must be content-wise interrelated, containing complete thought, and the content of the pages must be complementary. Where possible, the pages must be fastened so that the integrity of the document, the sequence of the pages may not be changed, disrupted without damaging the stitched area and the seal placed on it.
7. Apostille shall be an electronic form automatically generated in the “e-Apostille” unified electronic management system, pursuant to Form 1.

8. All lines of Apostille shall be completed in compliance with the columns of the form, in Armenian and in English, respectively. The lines referred to in this point shall be filled in by the employee certifying the official document with Apostille via the “e-Apostille” unified electronic management system and with the data available therein.
9. The electronic signature (in PDF, scanned) of the head of the sub-division of the authority certifying the official document with Apostille, responsible for Apostille certification, or — upon the assignment thereof — of the employee of the sub-division (delegation of powers) shall be placed on Apostille via the “e-Apostille” unified electronic management system.
10. In line 9 of Apostille, the electronic seal (in PDF, scanned) bearing the coat of arms of the Republic of Armenia of the sub-division of the authority certifying the official document with Apostille, responsible for Apostille certification shall be placed via the “e-Apostille” unified electronic management system.
11. The 16-digit number and the quick response code (QR code) generated via the “e-Apostille” unified electronic management system shall be placed on Apostille.
12. The authenticity of Apostille may be verified by entering the number referred to in point 11 of this Annex on the official website for verification of the authenticity of official documents [www.e-verify.am](http://www.e-verify.am) or via the QR code.
13. When verifying the authenticity of Apostille in the manner referred to in point 12 of this Annex, the PDF of the official document certified with Apostille shall be displayed, taking into account the requirements for entering the document referred to in points 32 and 33 of this Annex into the electronic management system, and the electronic Apostille. At the lower part of Apostille, the total number of pages of the document to be certified with Apostille shall be displayed as well.



#### **4. PROCEDURE FOR SUBMITTING AN APPLICATION FOR CERTIFICATION OF OFFICIAL DOCUMENTS WITH APOSTILLE**

14. An application for certification of official documents with Apostille (Form 2) shall contain the following information:
  - (1) the name of the addressee of the application;
  - (2) the name, surname, address of the applicant, the state in which the official document certified with Apostille shall be submitted;
  - (3) the title of the document submitted for certification with Apostille;
  - (4) the list of documents submitted attached to the application;
  - (5) brief information on the process of consideration of the application;
  - (6) the applicant's telephone number to establish feedback upon necessity, electronic mail address if the applicant wishes to receive the Apostille to the indicated address. In the cases provided for by point 20 of the Annex, when submitting an on-line application via the electronic platform, the electronic mail address shall be indicated instead of the residence address or record-registration address.
15. The official document to be certified with Apostille must be issued by an authority or a person having the competence to draw up and issue the document concerned.
16. The official document must be issued during the term of office of the person issuing it.
17. The official document must comply with the template prescribed in the period of issuance thereof and be validated with the seal or stamp in effect during the given period, as well as it must be intended for being issued to citizens.
18. Applications for certification of a document with Apostille shall be accepted by the Ministry of Justice, the Ministry of Foreign Affairs and diplomatic service

agencies of the Republic of Armenia operating in foreign states, in accordance with the requirements prescribed by points 2 and 3 of this Annex. The working hours for accepting applications, providing responses shall be determined by the bodies referred to in this point.

19. Applications for certification of a document with Apostille shall be submitted via the electronic platform designed for on-line acceptance of applications, with the pre-requisites referred to in point 20 of this Annex or by submitting the applications in person to the bodies referred to in point 18 according to the types of documents certified with Apostille by those bodies or the operators referred to in point 23 of this Annex. On-line applications shall be accepted only by the Ministry of Justice and the Ministry of Foreign Affairs. Applications and necessary documents may be accepted also in the manner prescribed by point 68 of this Annex.
20. Applications shall be accepted on-line via the electronic platform, where an electronic document validated with an electronic seal and signature is being certified with Apostille. In case of absence of any of the requisites referred to in this point, applications for certification of an official document with Apostille shall be accepted in person.
21. The scanned, photocopied version of an official document shall not be deemed to be an electronic document within the meaning of this Annex.
22. The official documents for which the authorities certifying the official documents with Apostille are vested with the competence to provide electronic versions thereof, and for obtaining of which the legislation of the Republic of Armenia prescribes an on-line procedure for submitting an application to the those bodies, may be certified upon the desire of the applicant, where there is an indication thereon in the on-line application for obtaining the relevant document certified with Apostille, if the relevant on-line system provides such an

opportunity. The electronic application for obtaining the electronic document referred to in this point on-line must contain a relevant section for making notes on certification of the document with Apostille.

23. Applications for certification of official documents with Apostille (Form 9) may be also accepted from the applicant in person by the operators approved by a decision of the Government of the Republic of Armenia.
24. When submitting an application for providing an official document for certification with Apostille in person, the applicant shall appear before the bodies referred to in point 18 of this Article, taking into account the pre-requisites of points 2 and 3, and to the operators referred to in point 23.
25. In the cases prescribed by point 24 of this Annex, the applicant shall submit the identification document thereof, provide the original copy of the official document subject to certification with Apostille, confirmation of the payment of state duty prescribed by the legislation of the Republic of Armenia.
26. Where submitting an on-line application in the cases referred to in point 20 of this Annex, a scanned copy of the identification document or a photo of the applicant, the full document subject to certification with Apostille validated with an electronic seal (or stamp) and electronic signature, and the confirmation of the payment of state duty shall be attached to the application.
27. Where the official document is submitted for certification with Apostille in person, the application (Form 2) shall be filled in by employees of the bodies referred to in point 18 of this Annex via the “e-Apostille” unified electronic management system. The signature of the applicant shall be provided via an electronic device and be displayed in the application by uploading it into the "e-Apostille" unified electronic management system. After signing the application, the applicant shall receive an application notification (Form 3) with information on the number, acceptance date of the application, initial date for receiving the response, or it shall be sent to the electronic mail address of the applicant.

28. In case of accepting an application submitted on-line, the notification referred to in point 27 of this Annex shall be sent to the electronic mail address of the applicant.
29. The operator referred to in point 23 of this Annex shall fill in an application (Form 9) and submit it to the applicant for signature. The application accepted by the operator, the carbon copy of the identification document of the applicant, the original copy of the official document subject to certification with Apostille and the confirmation of the payment of state duty shall be sent via a postal service to the Ministry of Justice or the Ministry of Foreign Affairs depending on the type of the document subject to certification with Apostille.
30. When receiving an application sent by the operator, a new application existing in the system shall be entered into the “e-Apostille” unified electronic management system, for which the signature of the applicant shall not be required taking as a basis the application signed by the applicant, submitted by the operator.
31. The original document subject to certification with Apostille and the confirmation of the payment of state duty shall be scanned by employees — accepting applications — of the bodies referred to in point 18 of this Annex and entered into the “e-Apostille” unified electronic management system. The documents referred to in this point shall be entered in the sections separated for each of them.
32. An official document consisting of one to six pages shall be scanned and entered in full into the unified electronic management system for certification of official documents with Apostille.
33. When submitting a document consisting of seven and more pages, a total of 6 pages from the those of the first and the last parts of the given document shall be scanned and entered into the unified electronic management system for certification of official documents with Apostille, so that the data, the signature and the seal of the person signing the official document are displayed.

34. The total number of pages of the submitted document shall be indicated in the application.
35. Electronic documents with the availability of the requisites referred to in point 20 of this Annex shall be uploaded in full into the “e-Apostille” unified electronic management system, without scanning them.

Where necessary and technically possible, the given document shall be uploaded from the electronic system having generated it, where that system is integrated into the “e-Apostille” unified electronic management system.

36. After the confirmation of the entry of the application and documents to be certified with Apostille into the “e-Apostille” unified electronic management system, the employee accepting the application shall send it via the electronic system to the employee certifying an official document with Apostille.
37. An application accepted by an officer of the diplomatic service agency of the Republic of Armenia in foreign states shall be sent via the electronic system to the officer certifying with Apostille of the Ministry of Foreign Affairs.
38. Prior to completing the application provided for by point 24 of this Annex, the employee accepting it shall study the submitted documents in advance, with the view to checking the compliance thereof with the requirements of the legislation of the Republic of Armenia.
39. In the case when it is established during the preliminary study of the official documents that the documents being submitted are incomplete or do not comply with the requirements prescribed by the legislation of the Republic of Armenia, the employee shall not fill in an application, and the submitted documents shall be returned to the applicant, by recommending to complete them or ensure the requisites necessary for certification of the document with Apostille (legible signature, seal or stamp, data regarding the authority or person having signed the document).

40. Where in the cases referred to in point 39 of this Annex, after receiving the necessary consultation from the employee, the applicant insists on accepting the official document submitted thereby, the employee shall ensure the procedure envisaged for accepting and examining the application provided for by this Annex. In this case, the employee shall warn that certification of the submitted document with Apostille may be rejected.
41. The availability of the identification document of the applicant, the original copy of the document to be certified with Apostille and the confirmation of the payment of state duty shall be mandatory, in case of absence whereof no application shall be filled in and entered via the “e-Apostille” unified electronic management system. Where the documents referred to in this point are missing, the applicant may submit a regular written application which shall be examined and the response shall be provided within five working days following the submission of the application.
42. Where the signature of the applicant is missing in the applications submitted by the operators referred to in point 23 of this Annex, the application is incomplete or is not clearly filled in, the carbon copy of the identification document of the applicant, the original copy of the official document to be certified with Apostille, the confirmation of the payment of state duty is missing and in the event of technical issues not related to the evaluation of the requisites envisaged for certifying an official document with Apostille, the application shall not be entered into the “e-Apostille” unified electronic management system. In the mentioned case, the submitted documents shall be returned to the relevant operator within three working days following the receipt thereof, indicating the reasons.
43. On-line applications for certification of the documents referred to in point 20 of this Annex with Apostille shall become available via the electronic system to the employee accepting the application, who shall check the availability of the identification document of the applicant, the original copy of the electronic

document to be certified with Apostille, the confirmation of the payment of state duty and the compliance thereof with the requisites prescribed by the legislation of the Republic of Armenia. Where the necessary documents are complete, the application shall be entered into the "e-Apostille" unified electronic management system and be sent to the employee certifying an official document with Apostille.

44. Where the application is filled in incompletely, the documents referred to in point 43 of this Annex are missing, and where it is impossible to download and read them, the application shall not be entered into the "e-Apostille" unified electronic management system. The application shall also not be entered where the submitted official document does not comply with the requisites of electronic document referred to in point 20 of this Annex. In the indicated case, the employee shall — within one working day following the receipt of the application to the electronic mail address of the applicant — return the submitted documents via the electronic system, indicating the information on the documents missing (Form 5).
45. The employee examining the documents sent on-line may discuss only the issue of availability or absence of the requisites referred to in point 44 of this Annex.
46. Applications for certification of official documents with Apostille shall be considered and certified with Apostille within one working day, except for the cases referred to in point 49 of this Annex.
47. The authenticity of the data on the official position of the official having signed the official document, the signatures, seals or stamps contained in the document shall be verified by comparing them with the data available (officially received) in the unified electronic database of Apostille.
48. Verification of authenticity of an official document, including the notes contained therein shall be performed by taking as a basis the relevant legal acts having served as a basis for drawing up, and issuing the given document.

49. Where data on the person having signed the official document in the unified electronic database, his or her official position, term of office, signature, the sample of the seal (stamp) are missing, the authority certifying the official document with Apostille shall make an inquiry to the relevant authority or person for the purpose of receiving the necessary samples and information. The inquiry shall be made within one working day following the entry of the application. In the cases referred to in this point, the Ministry of Foreign Affairs shall make an inquiry to the Ministry of Justice via the "e-Apostille" unified electronic management system to receive the necessary information.
50. Where it is impossible to obtain the data on the person having signed the official document, his or her official position, term of office, the samples of signature, seal (stamp) due to prescription or other reasons, where the authenticity of the documents casts no doubt, certification of the official document with Apostille shall be performed by indicating the words "an official" in the 2<sup>nd</sup> line of the given document, indicating the general name of the person or authority issuing the document in the 3<sup>rd</sup> line of the document, for example "Head of the Territorial Division of the Civil Status Acts Registration Agency", "judge of the court of first instance", "notary", indicating "respective Territorial Division of the Civil Status Acts Registration Agency", "court", "notary" in the 4<sup>th</sup> line.
51. Where there are grounds prescribed by legislation for extending the time limit for certification of an official document with Apostille, the time limit for certification with Apostille shall be extended, whereon the applicant shall be notified via the electronic mail address (Form 7) or a message or a telephone call within one working day after accepting the application.
52. The period of making an inquiry for receiving additional information, including the signature of the person drawing up the document, his or her official position, the samples of the seal (stamp) necessary for certification of an official document with Apostille shall not be calculated in the time limit prescribed by the legislation of the Republic of Armenia for certifying an official document with Apostille.



53. Where the applicant does not agree with the extension of the time limit prescribed for certification of an official document with Apostille, the submitted documents shall be returned to the applicant without certification with Apostille upon the application thereof. In the case referred to in this point, the applicant shall be provided with a letter (Form 8) on the failure to provide service for the paid state duty. The documents referred to in this point shall be returned to the applicant in the manner the application has been submitted.
54. The time limit for submitting the application by the operators referred to in point 23 of this Annex or that of sending the response thereof shall not be calculated in the time limit for certification of official documents with Apostille.
55. Non-authentic, false documents submitted for certification with Apostille shall not be returned to the applicant by indicating the reasons, whereon the applicant shall be notified in the manner the application has been submitted. The Police shall be informed about the detection of a document referred to in this point.
56. In the case when as a result of examination of the original official document by the officer certifying with Apostille the grounds prescribed by the legislation of the Republic of Armenia are not revealed, the submitted document shall be certified with Apostille.
57. In case of certifying with Apostille, the applicant shall be notified thereon via electronic mail (Form 4), where to the 16-digit authenticity verification number of Apostille and the quick response code, as well as the scanned copy of the document certified with Apostille and the electronic Apostille shall be sent taking into account the requirements of point 13 of this Annex. In case of submitting an application in person, the carbon copy of the official document (in case of more than one page — of the first page) and the printed copy of the Apostille whereby the official document has been certified shall be provided to the applicant upon his or her wish. The original copy of the official document shall be returned to the applicant as well.

58. In case of availability of the grounds prescribed by the legislation of the Republic of Armenia for rejecting the certification of an official document with Apostille, the applicant shall be notified of rejection of certification of the official document with Apostille, the failure to provide the service for the confirmation of the payment of state duty via electronic mail (Form 6). In the case referred to in this point, the mentioned information shall be provided in a letter confirmed with electronic signature and electronic seal. In case of submitting an application in person, the letter shall be provided to the application in person as well, upon his or her wish. Notification on rejecting the certification of the official document with Apostille shall be made within three working days.
59. In the case referred to in point 58 of this Annex, the original copy of the official document, the confirmation of the payment of state duty shall be returned to the applicant.
60. If no information on electronic mail address is provided by the applicant when submitting an application in person, the applicant shall not be notified on the certification or rejection of certification of the official document provided for in points 57 and 58 of this Annex with Apostille. Where an electronic mail address is not available, the applicant may be notified on the results of consideration of the application by appearing before the authority whereto the application on certification of the official document with Apostille was submitted. Information on certification of an official document with Apostille, the Apostille, the original copy of the official document or, in case of rejecting the certification, the letter of rejection, the documents subject to return referred to in point 59 of this Annex shall not be provided to the applicant via postal delivery.
61. Points 57 and 58 of this Annex shall also apply to applications submitted on-line and through operators. Where the electronic mail address of the applicant is missing in applications submitted through an operator, no notification on certification or rejection of certification of an official document with Apostille shall be made via electronic mail.

62. In case of certification of an official document submitted through operators with Apostille, the original copy of the official document, the printed copy of the Apostille certifying it, and in case of rejection of certification with Apostille — the letter on rejection of certification with Apostille, information on the failure to provide the service for the confirmation of the payment of state duty, the original copy of the official document, the confirmation of the payment of state duty shall be sent to the operators via postal service for the purpose of transferring them to the applicant.
63. The time limit for consideration of the application submitted for receiving the electronic documents provided for by point 22 of this Annex shall not be calculated in the time limit referred to in point 46 of this Annex. The commencement of calculation of the time limit for certifying the official document referred to in this point with Apostille shall be the day of preparing the requested electronic document.
64. In cases when it is established following the certification of an official document with Apostille that it is false, a protocol shall be drawn up thereon with the reasoning that the document is false, and the words "no document with the indicated code was found" shall be entered in Armenian and English under the 16-digit number and the code of the given Apostille on the official website for verifying the authenticity of official documents. The information referred to in this point shall be available to persons verifying the authenticity of the given official document. The Police shall be informed that the document is false.
65. Where the applicant wishes to withdraw the application and the submitted documents before the certification of the official document with Apostille, the application entered into the "e-Apostille" unified electronic management system shall be cancelled. The original copy of the official document, the confirmation of the payment of state duty and the statement of information on failure to provide the service for the confirmation of the payment of state duty shall be returned to the applicant.

66. After certifying an official document with Apostille, upon the consent of the applicant, the Apostille shall not be cancelled, the service shall be deemed to be provided, and the confirmation of the payment of state duty shall not be returned.
67. Where the employee certifying the official document with Apostille makes a technical mistake when filling in the sections of Apostille, corrections and relevant changes shall be made to these data.
68. The application for certifying an official document with Apostille provided for by this Annex may be also submitted in a filled in and signed version via postal service, by attaching the documents referred to in point 25 of this Annex thereto. In the case referred to in this point, the costs of the postal service, including the costs of receiving a return letter, provision of services related thereto, as well as the risks of loss of the envelope and the documents shall be borne by the applicant. The postal service referred to in this point must include the service of receiving the documents issued as a result of consideration of the application from the authority certifying an official document with Apostille. Where such a postal service is not available, the response of consideration of the application shall be provided in person.
69. In the case referred to in point 68 of this Annex, envelopes with documents shall be accepted by the Ministry of Justice or the Ministry of Foreign Affairs. The response letters shall be handed over to the employee of the postal service in the territory of the agencies. The agency shall notify the applicant that the response letters are ready via the telephone number or the e-mail address provided by the latter.

The clues indicated in the brackets shall not be displayed in the columns of the Apostille.



<b>APOSTILLE</b> (Convention de La Haye 5 octobre 1961)	
1. Երկիր Country:	
<b>Սույն պաշտոնական փաստաթուղթը / This public document</b>	
2. ստորագրված է (կողմից) has been signed by	
3. ով հանդես է գալիս որպես acting in the capacity of	
4. հաստատված է կնիքով / դրոշմով bears the seal / stamp of	
<b>ՎԱՎԵՐԱՑՎԱԾ Է / CERTIFIED</b>	
5. _____ -ում at	6. __/__/__ (ամսաթիվ)
7. _____ կողմից by	
8. N°	
9. Կնիք/դրոշմ Seal/stamp:	10. Ստորագրություն Signature:

Սույն Ապոստիլը հավաստում է միայն պաշտոնական փաստաթուղթը ստորագրող անձի պաշտոնական դիրքը, նրա ստորագրության և, առկայության դեպքում, փաստաթղթի վրա դրված կնիքի կամ դրոշմակնիքի իսկությունը: Սույն Ապոստիլը չի հավաստում պաշտոնական փաստաթղթի բովանդակությունը, որի համար այն տրվել է

Սույն Ապոստիլը տրվել է էլեկտրոնային եղանակով Հայաստանի Հանրապետության \_\_\_\_\_ նախարարության կողմից: Սույն Ապոստիլի իսկությունը հնարավոր է ստուգել այցելելով [www.e-verify.am](http://www.e-verify.am) և մուտքագրելով հսկիչ համարանիշը կամ սքանավորելով **QR** կոդը: Սույն Ապոստիլով վավերացված պաշտոնական փաստաթուղթը բաղկացած է \_\_\_\_\_ էջից: Ծավալուն պաշտոնական փաստաթղթի Ապոստիլի իսկությունը ստուգելիս արտացոլվում է փաստաթղթի մինչև 6 էջերը:

ՀՍԿԻՉ ՀԱՄԱՐ/TRACKING NUMBER		
<p>This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued.</p> <p>This Apostille has been issued digitally by the Ministry of _____ of the Republic of Armenia. To verify this Apostille visit <a href="http://www.e-verify.am">www.e-verify.am</a> and use a tracking number or scan the QR-code. The public document certified by this Apostille consists of ____ pages. In the case of a large document, up to 6 pages of the document are displayed.</p> <p style="text-align: right;">Form No 2</p>	QR code	

Notes by employee

\_\_\_\_\_  
(application number)

\_\_\_\_\_  
(tracking number)

\_\_\_\_\_  
(name of the addressee authority of the application)

From \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)

\_\_\_\_\_  
(country where the document certified by Apostille is to be submitted)

## APPLICATION

### ON CERTIFYING AN OFFICIAL DOCUMENT WITH APOSTILLE

Please, certify the attached document \_\_\_\_\_ with Apostille.  
(name of the document)

I hereby submit the following documents attached:

- a. the original copy of the official document (or the electronic document) to be certified with Apostille;
- b. confirmation of the payment of state duty;
- c. carbon copy of the identification document

other notes \_\_\_\_\_

I am informed that:

- in case the submitted document is non-authentic and false, it will not be returned to me, and the Police will be informed thereon;
- the time limit for certification with Apostille may be extended in the cases prescribed by the legislation of the Republic of Armenia;
- certification with Apostille may be rejected;
- I will be notified about the certification with Apostille, rejection of certification, extension of the time limit for consideration and non-authenticity via electronic mail;
- where the document is provided in person, the original copy of the submitted document will be returned in the same manner in case of certification thereof with Apostille. In case of rejecting the certification of the document with Apostille, the original copy of the document, the confirmation of the payment of state duty are subject to return, and the letter of rejection is subject to provision;

- in case of absence of an electronic mail address, in order to receive the response it will be necessary to appear before the competent authority whereto the application has been submitted;
- cancellation of Apostille will not be possible after certification of the document with Apostille.

I hereby agree to receive the notification on the potential rejection of certification of the document with Apostille or extension of the time limit thereof via an e-mail or a telephone call.

---

(signature)

---

(day, month, year)



**NOTIFICATION**

Dear \_\_\_\_\_,  
(name, patronymic, surname of the applicant)

We hereby inform that your application on certifying “\_\_\_\_\_” with Apostille has been filed with the “e-Apostille” unified electronic register.

Application number \_\_\_\_\_

Date of accepting the application \_\_\_\_\_

Initial date and time of the response \_\_\_\_\_

You have been informed that:

- in case the submitted document is non-authentic and false, it is not subject to return, and the Police will be informed thereon;
- the time limit for certification with Apostille may be extended in the cases prescribed by the legislation of the Republic of Armenia;
- certification by Apostille may be rejected;
- notification on certification with Apostille, rejection of certification, extension of the time limit of consideration, and non-authenticity will be made via electronic mail;
- where the document is provided in person, the original copy of the submitted document will be returned in the same manner in case of certification thereof with Apostille. In case of rejecting the certification of the document with Apostille, the original copy of the document, the confirmation of the payment of state duty are subject to return, and the letter of rejection is subject to provision;

- in case of absence of an electronic mail address, in order to receive the response it will be necessary to appear before the competent authority whereto the application has been submitted;
- cancellation of Apostille will not be possible after certification of the document with Apostille;
- you will be notified of the potential rejection of certification of the document with Apostille or extension of the time limit thereof via an e-mail or a telephone call.

In case of further questions, do not hesitate to call at \_\_\_\_\_.

\_\_\_\_\_  
(official position, name, surname of the official)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(day, month, year)

Form 4

To \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)

Dear \_\_\_\_\_,  
(name, patronymic, surname of the applicant)

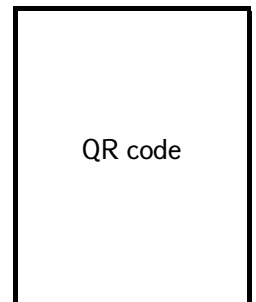
We hereby inform that the official document submitted by you for certification with Apostille (Application No \_\_\_\_\_) has been certified with Apostille.

The authenticity of the Apostille may be verified via quick response code or the “www.e-verify.am” website, by entering number \_\_\_\_\_.

The Apostille and the official document certified with Apostille are attached, which may be printed and submitted upon request

In order to receive the original copy of the document, it will be necessary to appear before the competent authority (organisation) whereto you have handed over the document.

In case of further questions, do not hesitate to call at \_\_\_\_\_.



\_\_\_\_\_  
(official position, name, surname of the official)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(day, month, year)

To \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)

Dear \_\_\_\_\_,  
(name, patronymic, surname of the applicant)

Your application on certifying the official document with Apostille is returned.

The reason for returning the application:

the following is not attached to the application:

- identification document;
- confirmation of the payment of state duty;
- the document to be certified with Apostille

The following documents may not be downloaded:

- identification document;
- confirmation of the payment of state duty;
- the document to be certified with Apostille

The document submitted for certification with Apostille fails to comply with the requisites of the electronic document referred to in point \_\_\_\_\_ of Annex 1 approved by Joint Order of the Minister of Justice and the Minister of Foreign Affairs No \_\_\_\_\_-N of \_\_\_\_\_.

In case of wish to certify the official document with Apostille, you may once again file an application, by attaching the necessary documents.

We hereby inform that no service has been provided under receipt

\_\_\_\_\_ with the below-indicated requisites, of state duty  
*/name of the certifying authority/*

envisaged for certifying the official document with Apostille.

account number \_\_\_\_\_

receipt number \_\_\_\_\_

date of payment \_\_\_\_\_

amount indicated in the receipt \_\_\_\_\_

amount of the service not provided \_\_\_\_\_

means of payment \_\_\_\_\_

data on the person having made the payment \_\_\_\_\_

In case of further questions, do not hesitate to call at \_\_\_\_\_.

\_\_\_\_\_  
(official position, name, surname of the official)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(day, month, year)

To \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)

### DECISION

#### ON REJECTING THE APPLICATION ON CERTIFYING AN OFFICIAL DOCUMENT OF THE REPUBLIC OF ARMENIA WITH APOSTILLE

Dear \_\_\_\_\_,

Your application of \_\_\_\_\_ on certifying the official document with Apostille  
(Application No \_\_\_\_\_) has been rejected.

Ground: the following points of part 1 of Article 5 of the Law of the Republic of  
Armenia “On certifying official documents of the Republic of Armenia with Apostille”:

- point 1: the document has been prepared or approved or sealed by a person or  
authority not authorised therefor;
- point 2: the document does not comply with the format prescribed for the given  
document;
- point 3: the document is not subject to certification with Apostille;

- point 4: the application on certifying the document with Apostille has been submitted in violation of the law and the procedure prescribed by other legal acts regulating the process of certifying a document with Apostille;
- point 5: the data on the official position of the person signing the document, the signature of the latter, the seal or stamp certifying the document are illegible;
- point 6: the document is damaged, the integrity of the document is not maintained, and there are impermissible notes on the document;
- point 7: the documents prescribed by the legislation for certifying the document with Apostille, the confirmation of the payment of state duty provided for by part 6 of Article 3 of this Law have not been submitted;
- point 8: the document is to be submitted to a country not a party to the Convention;
- point 9: the document is obviously false.

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(additional notes)

In case the document is submitted in person, you may receive the original copy of the above-mentioned document, as well as the confirmation of the payment of state duty, at working hours, by appearing before the competent authority whereto the document has been handed over.

This decision may be appealed against by way of superiority within a period of 10 days or through judicial procedure within a period of 2 months.

We hereby inform that no service has been provided under receipt

\_\_\_\_\_ with the below-indicated requisites of  
/name of certifying authority/

state duty envisaged for certifying the official document with Apostille.

account number \_\_\_\_\_

receipt number \_\_\_\_\_

date of payment \_\_\_\_ \_\_\_\_\_

amount indicated in the receipt \_\_\_\_\_

amount of the service not provided \_\_\_\_\_

means of payment \_\_\_\_\_

data on the person having made the payment \_\_\_\_\_

In case of further questions, do not hesitate to call at \_\_\_\_\_.

\_\_\_\_\_  
(official position, name, surname of the official)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(day, month, year)

Form 7

To \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)



**NOTIFICATION No \_\_\_\_\_**

**ON EXTENSION OF THE TIME LIMIT FOR CERTIFICATION OF AN OFFICIAL  
DOCUMENT OF THE REPUBLIC OF ARMENIA WITH APOSTILLE**

Dear \_\_\_\_\_,

The time limit for consideration of your application (Application No \_\_\_\_\_) of \_\_\_\_\_ on certifying the official document with Apostille will be extended due to the need to:

- obtain the sample of the signature of the official;
- obtain information on the official position;
- obtain information on the term of office;
- obtain the samples of the seal (stamp).

The process of certification of the document will continue following the receipt of the response to the inquiry made for obtaining the necessary information.

In case of wish to receive the official document back and terminate the process of Apostille certification due to the extension of the time limit for certification with Apostille, you may inform thereon by clicking on this \* link within one working day upon the receipt of this letter. After the expiry of the mentioned time limit, it will not be possible to withdraw the certification of the document with electronic Apostille, and it will be necessary to appear before the competent authority whereto the document has been handed over. In case the document has been already certified with Apostille at the time of appearing, the service will be deemed as provided and it will be impossible to cancel it.

The lack of expression of your will to withdraw the certification with Apostille will be regarded as consent to continue the certification process. In case of consent, there is no need for the applicant to perform actions.

Where the document has been provided in person, in order to take it back, you may appear before the competent authority whereto the document has been handed over.

In case of further questions, do not hesitate to call at \_\_\_\_\_.

\_\_\_\_\_  
(official position, name, surname of the official)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(day, month, year)

\_\_\_\_\_  
*(\* Please, terminate the processing of the application on certifying the official document with Apostille  
(Application No \_\_\_\_\_)*

**Form 8**

To \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of personal identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)

## STATEMENT OF INFORMATION

No service has been provided \_\_\_\_\_ under  
(name of the competent authority)

the confirmation of payment of state duty (receipt, excerpt, etc.) with the below-  
indicated requisites envisaged for the service of certifying the official document with  
Apostille.

account number \_\_\_\_\_

number of the document confirming the payment \_\_\_\_\_

date of payment \_\_\_\_ \_\_\_\_\_

amount of money \_\_\_\_\_

amount of the service not provided \_\_\_\_\_

means of payment \_\_\_\_\_

data on the person having made the payment \_\_\_\_\_

\_\_\_\_\_  
(official position, name, surname of the official)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(day, month, year)

To \_\_\_\_\_  
(name of the addressee authority of the application)

from \_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(name, series and number of personal identification document, date of issue and issuing authority thereof)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(e-mail address)

\_\_\_\_\_  
(country where the document certified with Apostille is to be submitted)

**APPLICATION**

**ON CERTIFYING AN OFFICIAL DOCUMENT WITH APOSTILLE**

Please, certify the document attached \_\_\_\_\_ with Apostille.  
(name of the document)

I hereby submit the following documents attached:

- a. the original copy of the official document (or the electronic document) to be certified with Apostille;
- b. confirmation of the payment of state duty;
- c. carbon copy of the identification document

other notes \_\_\_\_\_

I am informed that:

- the personal data provided by me may be processed as prescribed by the legislation of the Republic of Armenia, whereto I hereby give my consent;
- in case the submitted document is non-authentic and false, it will not be returned to me, and the Police will be informed thereon;
- the time limit for certification with Apostille may be extended in the cases prescribed by the legislation of the Republic of Armenia;
- certification with Apostille may be rejected;
- I will be notified about the certification with Apostille, rejection of certification, extension of the time limit for consideration, and non-authenticity via electronic mail;
- the document provided to the operator for certification with Apostille will be returned by the latter. In case of rejecting the certification of the document with Apostille, the original copy of the document, the confirmation of the payment of state duty are subject to return through the operator, as well as the letter of rejection is subject to provision;
- cancellation of Apostille will not be possible after certification of the document with Apostille;
- you will be informed of the potential rejection of certification of the document with Apostille or extension of the time limit thereof via e-mail or a telephone call, as well as through the operator.

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(signature)

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(day, month, year)

## **Annex No 2**

### **to Joint Order of the Minister of Justice No 483-N of 5 October 2021 and the Minister of Foreign Affairs No 2056-N of 8 October 2021**

#### **TIME LIMITS AND PROCEDURE FOR USING THE "e-APOSTILLE" UNIFIED ELECTRONIC MANAGEMENT SYSTEM, STORING AND DESTROYING DATA**

1. The process of certifying an official document with Apostille shall be carried out VIA the "e-Apostille" unified electronic management system (hereinafter referred to as "electronic system"). The "e-Apostille" unified electronic management system is integrated into the electronic consular system.
2. Consideration of application with regard to certifying an official document provided for by points 41, 42 and 44 of Annex 1 approved by this Decision, as well as an official document of citizens or organisations with Apostille and provision of responses thereto shall not be carried out via the electronic system.
3. The stages of certification of an official document with Apostille shall be:
  - (1) evaluating, returning, entering the application and necessary documents, scanning the official document (first stage). Prior to entering, the documents submitted shall be evaluated, and necessary consultation shall be provided;
  - (2) evaluating an official document, generating, signing, validating Apostille with a seal or notifying on extending the time limit thereof, preparing and sending an inquiry for necessary data, receiving a response, as well as preparing a response on rejecting the certification with Apostille (second stage).

- (3) delivering the official document certified with Apostille or a response on rejecting the certification with Apostille to the applicant (third stage).
4. Applications submitted on-line shall be integrated into the electronic system and entered by the employee, if the identification document, official electronic document and the confirmation of the payment of state duty are attached to the application, except for the cases provided for in point 44 of Annex 1 approved by this Decision.
5. In the case referred to in point 44 of Annex 1 approved by this Decision, where the application is not entered into the electronic system, a notification on returning the application shall be sent to the e-mail address of the applicant via the electronic system.
6. Electronic Apostille, the response on rejecting the certification with Apostille, as well as the letters and the statements of information defined by Annex 1 approved by this Decision, that are subject to preparation after entering the application into the electronic system, shall be sent to the e-mail address of the applicant via the electronic system.
7. Data available in the electronic system, including the generated Apostille and the official document certified with Apostille shall be stored for an indefinite term.

### **Annex No 3**

**to Joint Order of the Minister of Justice  
No 483-N of 5 October 2021 and  
the Minister of Foreign Affairs  
No 2056-N of 8 October 2021**

#### **PROCEDURE FOR KEEPING, USING AND MAINTAINING THE UNIFIED DATABASE OF THE "e-APOSTILLE" UNIFIED ELECTRONIC MANAGEMENT SYSTEM**

1. Registration of information on certification of official documents with Apostille in the unified database of the “e-Apostille” unified electronic management system shall be performed with the purpose of creating a unified electronic storage of information on certification of official documents with Apostille, verifying the authenticity of Apostilles placed, as well as compiling the list of official documents drawn up and issued by authorities, organisations and officials drawing up an official document subject to certification with Apostille, where a letterhead of an official document is defined — the sample of that letterhead, the full name of the authority drawing up and issuing an official document, the data (name, surname, patronymic) of the person drawing it up, and signing it, information on the official position and the term of office thereof, the samples of the signature thereof and the samples of the seal or stamp certifying the official document.
2. The unified database of the “e-Apostille” unified electronic management system (hereinafter referred to as "unified database") shall be kept with technical means and software ensuring the generation of the electronic application for certification of an official document with Apostille, electronic verification of granting or rejecting the application, other letters and statements of information, electronic generation of Apostille and storage of information.



3. Proprietary rights to the database and the software thereof shall belong to the Republic of Armenia.
4. The process of certification with Apostille shall be record-registered in the electronic register wherein the following information shall be indicated:
  - (1) the day, month and year of accepting the application, and the number, type (in person, on-line, through an operator) thereof;
  - (2) the name, surname of the applicant;
  - (3) the name and surname of the official accepting the application;
  - (4) the name of the document subject to certification with Apostille;
  - (5) the date of certification with Apostille (month, day, year);
  - (6) the official position, name and surname of the official certifying the Apostille, that must correspond to lines 6 and 7 of the Apostille;
  - (7) the reference number of the Apostille, that is corresponds to line 8 of the Apostille;
  - (8) the reason for, the day, month, and year of rejecting the application for certification with Apostille (where the application is rejected).
5. The electronic register ensures the maintenance of statistics on certification of official documents with Apostille according to the following categories:
  - (1) the type of applications (in person, on-line, through an operator);
  - (2) the authority accepting the application;
  - (3) approved, rejected and returned applications (according to authorities) and cancelled Apostilles;
  - (4) the type of official documents and the issuing authority thereof;

- (5) countries where the official document certified with Apostille is to be submitted;
  - (6) applications rejected upon the ground that the official documents are false and cancellation of Apostille after certification with Apostille upon the ground that the document is false.
6. Maintenance of statistics of the register referred to in point 5 of this Procedure shall be performed according to days, months, and years.
7. Everyone shall have the right to familiarise himself or herself, via the database information system, with the information on the registered official document having been certified with Apostille by entering the unique identification number placed on the Apostille or by using a quick response code on the relevant website.
8. When verifying the authenticity of the Apostille, the following shall be displayed on the official website for verification of authenticity of documents [www.e-verify.am](http://www.e-verify.am) (in Armenian, English, and Russian):
  - (1) the message "the document is valid", if the Apostille is valid and the official document has been certified with Apostille;
  - (2) "no document with the indicated code was found ", if the Apostille is false or no Apostille with such code has been certified;
  - (3) "no Apostille with this code exists", if no Apostille has been validated under the number uploaded to the website.
8. Information on the samples of seals and signatures registered in the database shall be used only by the authorities referred to in point 18 of Annex 1 to this Order.
9. The following information shall be registered in the database:

- (1) with regard to persons carrying out (having carried out) notarial activities in the Republic of Armenia:
  - a. names, patronymics and surnames;
  - b. names, addresses of notarial territories;
  - c. samples of the notary's seal and signature;
  - d. the term of office;
- (2) with regard to authorities carrying out state registration of civil status acts:
  - a. the name, address of the CSAR authority;
  - b. names, patronymics and surnames of persons entitled to sign documents;
  - c. samples of signatures of the persons referred to in sub-point 2 of this point;
  - d. the sample of the seal of the CSAR authority;
  - e. the term of office of persons referred to in sub-point 2 of this point;
- (3) with regard to courts and judges:
  - a. the address of location and name of the court;
  - b. names, patronymics and surnames of judges;
  - c. term of office;
  - d. samples of seals and signatures.

10. The following information on authorities and persons issuing and validating an official document certified with Apostille, not included in point 10 of this Annex, shall be registered in the database:

- (1) the name, location of the authority, person issuing an official document;

- (2) the name, patronymic, surname of the person signing the official document;
  - (3) the term of office, sample of signature of the person referred to in sub-point 2 of this point;
  - (4) the sample of the seal the official document is validated with.
11. Data shall be entered into the database by the employee of the responsible sub-division of the Ministry of Justice maintaining the database.
  12. The person maintaining the database shall enter the submitted information into the database within 1 day following the receipt of Form 1 statement defined by Decision of the Government of the Republic of Armenia No 779-N of 13 May 2021.
  13. The person maintaining the database shall — within the time limit referred to in point 13 of this Annex — enter changes related to the information, new data necessary for certification of an official document by the authorities, persons issuing official documents to be certified with Apostille.
  14. The sample forms of the official documents being certified with Apostille shall be stored in the database.
  16. The database shall ensure the placement of the electronic signature of the head (where the powers are delegated — of the employee) of the sub-division responsible for the process of certification of Apostille and the electronic seal of that sub-division (in PDF, scanned) bearing the Coat of Arms of the Republic of Armenia.
  17. The information collected in the database shall not be subject to disclosure. The Apostille and the data of the official document certified therewith shall be available to the person verifying the authenticity of the Apostille, possessing the 16-digit number and the quick response code (QR code) for verification of the validity of the Apostille.

18. The name-list of official documents drawn up and issued by authorities, organisations and officials drawing up official documents, where a letterhead of an official document is defined — the sample of that letterhead, the full name of the authority drawing up and issuing an official document, the data on the person drawing it up and signing it (name, surname, patronymic), information on the official position, the term of office thereof, the samples of the signature and of the seal or stamp validating the official document shall be used exceptionally for organising the process of certification of the official document with Apostille.

**Date of official promulgation: 19 October 2021.**