

ORDER

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

No 501 of 10 August 2000

**ON APPROVING THE PROCEDURE FOR PLACING APOSTILLE BY
THE MINISTRY OF JUSTICE OF THE REPUBLIC OF ARMENIA**

Having regard to Decision of the Government of the Republic of Armenia No 15 of 13 January 1995 “On appointing state authorised bodies entitled to place Apostille” and for the purpose of regulating the activities of placing Apostille by the Ministry of Justice of the Republic of Armenia:

I hereby order:

1. To approve the procedure for placing Apostille by the Ministry of Justice of the Republic of Armenia (see attached).
2. To prescribe that the applications of persons for placing Apostille shall be accepted and handed over to the citizens by the Secretariat of the Staff of the Ministry of Justice of the Republic of Armenia on a daily basis from 10:00 to 17:00.

(point 2 edited by No 96-N of 11 July 2011)

3. To repeal Order of the Minister of Justice of the Republic of Armenia No 53 of 14 February 2000 “On approving the procedure for placing Apostille by the Ministry of Justice of the Republic of Armenia”.

D. Harutyunyan

Approved by
Order of the Minister of Justice
of the Republic of Armenia
No ___ of _____ 2000

PROCEDURE

FOR PLACING APOSTILLE BY THE MINISTRY OF JUSTICE OF THE REPUBLIC OF ARMENIA

I. GENERAL PROVISIONS

1. Pursuant to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, a special seal — Apostille (hereinafter referred to as “Apostille”) — shall be placed by authorised bodies on the documents issued by the country, party to the Convention in lieu of diplomatic or consular certification (legalisation) of foreign official documents, whereby the authenticity of the position, signature of a person having signed the document, as well as that of the seal or the stamp shall be certified.

2. Apostille shall be placed on the following official documents:
 - (a) official documents issued by state and local self-government bodies or the officials thereof;
 - (b) documents issued by the organisations of the Republic of Armenia or the authorities thereof;
 - (c) administrative documents;
 - (d) notarial documents (documents certified or attested by a notary);
 - (e) certifications of authenticity of official registrations, invitations, signatures that are not notary certified, etc.
3. Apostille shall not be placed on the documents issued by diplomatic or consular representatives, as well as on documents directly relating to commercial or customs operations and transactions. Apostille shall not be placed on documents contravening the legislation of the Republic of Armenia.
4. The document bearing Apostille shall not be subject to further diplomatic, consular or other certification.
5. Apostille shall be placed only on documents that are sent to the States that have acceded to the Hague Convention of 5 October 1961 (see the list attached).

II. PROCEDURE FOR APPLYING FOR PLACING APOSTILLE

6. Apostille shall be placed by the Ministry of Justice of the Republic of Armenia (hereinafter referred to as “Ministry”) on true copies of documents certified or attested by a notary or certificates issued by a notary in compliance with the Law of the Republic of Armenia “On notariat” (hereinafter referred to as “notarial documents”), documents issued by the civil status acts registration bodies, documents

issued by the Judicial acts compulsory enforcement service, documents issued by courts.

Apostille may also be placed by the Ministry on documents issued by other bodies where the authenticity of the signature thereon is notary certified.

(point 6 amended by No 96-N of 11 July 2011)

7. Apostille shall also be placed on the copies of notary certified documents, as well as certified translations.

In this case the authenticity of the signature of the relevant notary and the seal thereof shall be certified by Apostille.

8. Any person may apply for placing Apostille.

9. A person shall submit the following to the Ministry for the purpose of placing Apostille:

(a) application stating the applicant's name, surname (patronymic), place of residence, telephone number (if available), titles of documents subject to Apostille certification;

(b) the true copy of the document subject to Apostille certification or the notary certified document;

(c) photocopy or a copy of the document subject to Apostille certification;

(d) receipt for the payment of the state duty, individually for each document subject to Apostille certification or a single receipt for all of them.

The application may also include the name of the country to which the document is to be submitted.

If the document or the photocopy subject to Apostille certification is comprised of more than one page, each of them must be bound separately and their pages should be numbered.

The receipt for the payment of the state duty shall be attached to the photocopy of the document subject to Apostille certification.

10. The state duty for placing Apostille shall be paid to the State Budget of the Republic of Armenia, to the bank account number 900005016366 in the amount of AMD 5000.

11. The applications for placing Apostille are examined and Apostille is placed by the Civil Status Acts Registration Agency of the Staff of the Ministry of Justice of the Republic of Armenia (hereinafter referred to as the “Agency”).

During the examination of the application the following shall be established:

(a) the document submitted is subject to Apostille certification;

(b) the document submitted proceeds from the requirements of the legislation of the Republic of Armenia, international treaties of the Republic of Armenia and this procedure;

(c) the authenticity of the position, signature of the person having signed the document as well as that of the seal or the stamp on the document.

(point 11 amended by No 96-N of 11 July 2011)

12. For the purpose of verifying the authenticity of signatures, seals or stamps on the documents submitted for placing Apostille the Agency shall compare them with the samples of the signatures, seals and stamps they have.

In case the sample of the signature of the official signing the document is not available at the Ministry, Apostille may be placed only after the notary certification of the authenticity of the signature or the copy of the document; thereafter Apostille shall be placed on the true copy of the document upon the request of a person.

(point 12 amended by No 96-N of 11 July 2011)

13. Where it is impossible to verify the authenticity of signatures, seals or stamps on the document due to its being worn-out or other reasons, Apostille may be placed only on the duplicate of the document.

14. The application for placing Apostille on a document shall be rejected where:

(a) the submitted document does not proceed from the requirements of the legislation of the Republic of Armenia, as well as this procedure;

(b) the document has been submitted in violation of the requirements of this procedure;

(c) the application states that the document is to be sent only to a country not acceded to the Hague Convention;

(d) the document contains unconfirmed deletions, changes or mistakes;

(e) the power to place Apostille on the document is not reserved to the Ministry.

A document is rejected on the grounds specified in this point within one day following the day it is filed with the Ministry.

(paragraph repealed by No 96-N of 11 July 2011)

(point 14 amended by No 96-N of 11 July 2011)

15. The application for placing Apostille on the document shall be rejected in writing with the signature of the respective Deputy Minister of Justice of the Republic of Armenia.

The reasons and legal grounds for rejection shall be clearly set forth in the rejection of the application.

In case of rejecting an application for placing Apostille, the true copy of the document submitted for placing Apostille and the receipt for the payment of the state duty are returned to the applicant together with the rejection reply.

Rejection of the application may be appealed against in the court as prescribed by law.

16. Apostille is placed on a document within two working days following the day an application is filed with the Ministry, except for the cases provided for by this procedure. Citizens may receive the documents with Apostille starting from 10:00 of the 2nd working day.

To verify the authenticity of certain documents, the time period for placing Apostille may be extended for up to five days by the Head of the Agency, for up to 10 days by the Deputy Minister of Justice of the Republic of Armenia, and for up to 15 days by the Minister of Justice of the Republic of Armenia. In the case specified, the applicant shall be provided — within one day — with a reply in writing stating the reasons for extending the period of placing Apostille, with the signature of a person extending it.

In case when a contract for the provision of paid services is concluded with the applicant, Apostille shall be placed on the document within one working day following the day the application is filed with the Ministry. Moreover, where an application is submitted from 10:00 to 13:00 of a working day, the applicant may receive the documents with Apostilles starting from 10:00 of the following working day, and where an application is submitted from 14:00 to 17:00 of a working day — starting from 14:00 of the following working day.

(point 16 amended by No 199-N of 27 September 2010, No 241-N of 22 December 2010, edited by No 96-N of 11 July 2011)

III. PROCEDURE FOR PLACING APOSTILLE

17. The Apostille placed by the Ministry is a document of 14 x 14 size, numbered, subject to stringent registration procedure (see the form attached).

The copying of the sample Apostille shall be prohibited, including though photocopying.

Apostille shall be bound on the first page of the document subject to the placing of Apostille in such a way that there remains a free space for affixing the seal on the document.

Apostille must be bound in such a way that it does not damage the text of the document and make it possible to read it freely without tearing the Apostille.

Apostille shall be bound in such a way to make it possible to glue there a white thick paper. The following words shall be indicated on the glued paper: “Document is comprised of ___ pages”.

The person placing Apostille shall sign the paper glued. The round seal with the Coat of Arms of the Republic of Armenia of the Ministry shall be affixed on the paper glued in such a way that a half of the seal is imprinted on the glued paper, and the other half — on the last page of the document.

18. All the lines of Apostille shall be filled out in Armenian.

19. Where the submitted document is signed by an official, whose signature is beyond doubt, but the surname is illegible and due to the statute of limitation it is impossible to reissue it (e.g. birth certificate), the words “by the official” shall be indicated in the 2nd line of the Apostille, and the position of the person shall be indicated in the 3rd line, e.g. “Head of the territorial division of the Civil Status Acts Registration Agency”, then in line 4 — “Territorial division of the Civil Status Acts Registration Agency of Kotayk”.

20. In the 9th line of the Apostille the round seal with the Coat of Arms of the Republic of Armenia of the Ministry shall be affixed in such a way that one half of the seal is imprinted on the Apostille and the other half— on the first page of the document.

21. The fact of placing Apostille shall be registered in a separate register wherein the following shall be indicated:

- (a) the year, month and day of accepting the application;
- (b) the surname of the official accepting the application;

- (c) the name, surname (patronymic) of the applicant;
- (d) the title of the document subject to Apostille certification;
- (e) the time of placing Apostille and the surname and name of the person attesting the Apostille that must comply with the 6th and 7th lines of the Apostille.
- (f) the sequence number of the Apostille that complies with the 8th line of the Apostille;
- (g) the year, month, date of rejecting the application for placing Apostille (where the application for placing Apostille is rejected);
- (h) the signature of the official placing the Apostille.

22. For the purpose of registering the fact of placing Apostille the following registers shall be maintained in the Agency:

- (a) register of placing Apostille on the true copies of the documents issued by the civil status acts registration bodies;
- (b) register of placing Apostille on other documents.

(point 22 edited by No 96-N of 11 July 2011)

23. The registers and the photocopies of the documents submitted for placing Apostille shall be kept in the respective subdivision of the Ministry. The registers shall be kept without a time limit and the copies of the documents – for 3 years.

The number, year, month and date of Apostille placed on the true copy (duplicate) of that document shall be indicated at the top right corner of the documents submitted for placing Apostille.

24. (point 24 repealed by No 96-N of 11 July 2011)

25. After affixing the round seal with the Coat of Arms of the Republic of Armenia of the Ministry on the Apostille, the employees of the respective subdivision shall hand them over to the Secretariat of the Staff of the Ministry.

(point 25 amended by No 96-N of 11 July 2011)

26. (point 24 repealed by No 96-N of 11 July 2011)

27. The Apostille shall be signed and sealed by the Head of the Agency, and — in case of his or her absence — by one of the employees of the Agency upon the assignment thereof.

(point 27 edited by No 96-N of 11 July 2011)

28. Persons placing Apostille shall be personally liable for the violation of the requirements of this procedure.

29. The Apostilles damaged or incorrectly filled out during the activities of placing Apostille shall be recorded with a relevant indication and kept in the respective subdivision of the Ministry.

APOSTILLE

(CONVENTION DE LA HAVE DU 5 OGTOBRE 1961)

APOSTILLE

(HAGUE CONVENTION OF 5 OCTOBER 1961)

1. Republic of Armenia

This official document

2. Is signed by _____

(surname)

3. Working as _____
(position)

4. Approved by the same _____ seal

CERTIFIED

5. In the city of Yerevan

6. On 200 _____
(date in numbers)

7. By

(position and surname)

of the Ministry of Justice of the Republic of Armenia

8. The sequence number of the register _____

9. Stamp here

10. Signature

LIST

OF THE PARTICIPANTS OF HAGUE CONVENTION OF 5 OCTOBER 1961

(as of 1 July 1999)

USA	YUGOSLAVIA
ANDORRA	GREECE
ANTIGUA AND BARBUDA	HUNGARY
AUSTRIA	JAPAN
AUSTRALIA	MALAWI
ARGENTINA	MALTA
BAHAMAS	MACEDONIA
BARBADOS	MARSHALL ISLANDS
BELGIUM	GREAT BRITAIN
BELIZE	MEXICO
BELARUS	MAURITIUS
BOSNIA AND HERZEGOVINA	THE NETHERLANDS
BOTSWANA	NIUE
BRUNEI DARUSSALAM	NORWAY
GERMANY	SWEDEN
EL SALVADOR	SWITZERLAND

TURKEY

SWAZILAND

IRELAND

CZECH REPUBLIC

ISRAEL

PANAMA

SPAIN

PORTUGAL

ITALY

RUSSIA

LATVIA

SAN MARINO

LESOTHO

SEYCHELLES

LIBERIA

SLOVENIA

LIECHTENSTEIN

SURINAME

LITHUANIA

SAINT KITTS AND NEVIS

LUXEMBURG

VENEZUELA

CROATIA

TONGA

CYPRUS

FINLAND

ARMENIA

FIJI

SOUTH AFRICA

FRANCE

REGISTERED

BY THE MINISTRY OF JUSTICE

OF THE REPUBLIC OF ARMENIA

10 August 2000

STATE REGISTRATION No 10200076