

# DIRCO Apostille Application Form

Version 1.1 28/6/24

**Please Note:** Embassy Services (Pty) Ltd is a private company and not a government department or High Court issuing body or associated with DIRCO or any foreign embassy. We provide consulting, submission and collection services, and charge for our expertise and for successfully and quickly obtaining and legalising documents.

## Instructions:

1. Please email us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za) or call or whatsapp us on +27 10 500 5320 if you need assistance with these forms
2. Please fill out all of the pages of this form on your computer or with **black pen**.
3. Sign, scan and email it to us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za), along with a copy of your **ID or Passport** and **scans of the documents that you would like to be legalised at DIRCO**.
4. We will check the form and scans and confirm receipt and send you an invoice.
5. You will need to courier the documents to us (details below).
6. Once we receive the documents and payment we will submit your application to DIRCO the next day and confirm submission with you.
7. We follow and ensure that everything is being processed and once DIRCO has completed the process we collect it the following business day.
8. We send you a high resolution scan of the legalised documents to ensure that all the details are correct and for your peace of mind.
9. Once you have confirmed that all details are correct we will send it for further legalisation steps if you have chosen those options, otherwise we courier it directly to you. Local courier takes 1 business day, worldwide courier takes 4-5 days.

## Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

## Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

## Section 3: Order Details (Please see [our website](#) for current prices and timelines)

(please tick all that apply)



### Apostille Certificate issued by DIRCO

An apostille is a certificate that authenticates the origin of a government issued document, such as a birth certificate, SAQA verified academic degree or police clearance certificate .

*This certification is used to verify that the document is legitimate and can be recognized in any of the [126 foreign countries that are a member of the Hague Apostille Convention](#).*

**Please Note:** A number of countries (like the UAE, Qatar, Thailand and Egypt) are not members of the Hague Apostille Convention. We can still legalize documents for these countries at DIRCO but they will not be issued as an apostille, instead a **Certificate of Authentication** will be attached. These documents often require an additional step to be attested at this country's embassy. If this is the case we will be in touch.

## Section 4: List of Documents to Apostille

Name on Document	Type of Document	Destination Country

## Section 4: Instructions

**IMPORTANT: Please email a full copy of these forms as well as scans of the documents that you want apostilled to us before couriering to us.**

Documents for apostilling must be the originals (no photocopies), no laminated or damaged and issued in the last 5 years.

Once we have received the scans, we will check them and confirm that they are all in order, and then you can courier the originals to us along with a copy of the form. If you are in South Africa we can arrange a collection for our standard courier fee.

## Section 5: Courier Instructions

Please courier the original forms as well as a copy of this form to us and email us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za) with the name of the courier company and the tracking number.

Please do not post the documents using the postal service - they will not arrive. Please only use a courier company like DHL (international) or The Courier Guy (local)

## Address for the Courier

Emma McEneaney  
Embassy Services (Pty) Ltd  
2202 Red Ivory Lane  
50 Avalon Road  
Modderfontein  
Lethabong  
1609  
South Africa  
+27 10 500 5320  
[support@embassyservices.co.za](mailto:support@embassyservices.co.za)

Once the Documents have arrived we will confirm with you and submit the next day. Please do not hesitate to email us or call or Whatsapp us on +27 10 500 5320 if you have any questions at all.

## Section 5: Limited Power of Attorney

### Between the Principal:

Name

### And

Embassy Services (Pty) Ltd. Incorporated under the laws of South Africa and situated at 2202 Red Ivory Lane, 50 Avalon Road, Modderfontein, Edenvale, 1609, South Africa.

### Appointment of Agent

The Principal appoints Embassy Services (Pty) Ltd as his/her representative to apply for Driver's License Confirmation Letter from the RTMC and optionally an apostille from DIRCO to accompany the letter. The Agent is granted full power and authority to act on the Principal's behalf for this purpose.

### Extent of Authority

The Agent is granted the following powers:

- General Authority:** To perform any act or duty necessary for procuring documentation from the Road Traffic Management Corporation and the Department of International Relations and Cooperation.
- Collection Authority:** To procure, request, collect, and receive all certificates and documents, and to execute all necessary endorsements, apostilles, releases, and receipts.
- Employment of Professionals:** To employ and compensate agents, accountants, attorneys, and other professionals as needed.

The Agent is authorized to perform all acts as fully as the Principal could if personally present, with full power of substitution or revocation, ratifying all lawful actions performed by the Agent under this power of attorney.

The Principal understands that all timelines are provided as guidelines. Whilst the Agent will do their best to obtain all documents in the estimated timelines we cannot and will not be held responsible or liable for any costs incurred due to late or non-delivery of certificates.

Signed at

Date

Your Signature

Our Signature