

# Embassy Attestation Application Form

Version 1.2 27/6/24

**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 attested**.
4. We will check the form and scans and confirm receipt and send you an invoice. If these documents require DIRCO or High Court legalisation and extra steps we will inform you, and provide you with a detailed timeline estimate.
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 the embassy by hand the next day and confirm submission with you.
7. We follow and ensure that everything is being processed and once the embassy has completed the process we collect it the following business day.
8. We send you a high resolution scan of the attested document 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 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)



### Document Attested at an Embassy in South Africa

Most documents that need to be attested at an embassy that is not part of the Hague Apostille Convention need to be either notarised and apostilled at the High Court and then legalised at DIRCO or just legalised at DIRCO (in the case of official government documents).

*Every embassy has different timelines and requirements. We will provide an estimate of the total cost and timelines as soon as we have received the scans of the documents from you. We can assist with DIRCO and High Court Legalisation.*

## Section 4: List of Documents to Attest

Name on Document	Type of Document	Embassy	No of Pages

Note: We ask for the number of pages in each document as some embassies (such as UAE and Qatar) charge per page attested, including DIRCO authentication pages

## Section 5: Instructions

**IMPORTANT: Please email a full copy of these forms as well as a scan of all documents to us before couriering to us.**

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 6: 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 7: 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 embassy attestation and optionally an apostille from DIRCO or the High Court to accompany the document. 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:

1. **General Authority:** To perform any act or duty necessary for procuring documentation from the HPCSA and the Department of International Relations and Cooperation.
2. **Collection Authority:** To procure, request, collect, and receive all certificates and documents, and to execute all necessary endorsements, apostilles, releases, and receipts.
3. **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 and and accepts the Embassy Services terms and conditions at <https://embassyservices.co.za/terms-and-conditions/>.

Signed at

Date

Your Signature

Our Signature