

High Court Apostille And Notarisation Application Form

Version 1.2 20/7/24

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 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, along with a copy of your **ID or Passport** and **scans of the documents that you would like to be notarised and apostilled by the High Court**.
4. We will check the form and scans and confirm receipt and send you an invoice. You will need to courier the documents to us (details below).
5. Once we receive the documents and payment we will submit your documents to get a notarised copy made and submitted to the High Court the next day and confirm submission with you.
6. We follow and ensure that everything is being processed and once the High Court has completed the process we collect it the following business day.
7. 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.
8. 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)

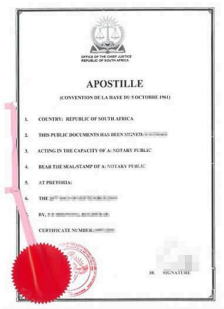
I would like to send my own courier (tick box)

☐

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 the High Court certifying a notarised copy of a document,

A High Court apostille is a certificate that authenticates a copy of a document that has been notarised by a notary practicing at that High Court. It should **not** be used for official government signed documents. (Those should be apostilled at DIRCO).

This certification is used to verify that the notarised document is a true copy of the original 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. High Court apostilled documents intended for those countries will often require a **Certificate of Authentication from DIRCO** to be attached after this process, and these documents sometimes 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 Notarise and Apostille at the High Court

Name on Document	Type of Document	Destination Country	No of Pages

Section 4: Instructions

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

Documents for notarisation must be the originals (no photocopies), not laminated or damaged.

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 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

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 a notarisation and High Court apostille and optionally a certificate from DIRCO. 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 and legalising documentation at the High Court 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. 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