

**Approved by the Decision No. Q/02-19
dated February 14, 2019 of the Collegium
of the Ministry of Foreign Affairs
of the Republic of Azerbaijan**

RULES for

Issuance of a certificate (Apostille) to official documents by the Ministry of Foreign Affairs of the Republic of Azerbaijan

Rules (hereinafter referred to as the Rules) for issuance of a certificate (apostille) (hereinafter referred to as the apostille) to official documents by the Ministry of Foreign Affairs of the Republic of Azerbaijan was prepared in accordance with the "Convention Abolishing the Requirement for Legalisation of Foreign Public Documents" dated October 5, 1961, the Law of the Republic of Azerbaijan No. 595-IIQ dated March 5, 2004 "On Joining the Convention Abolishing the Requirement for Legalisation of Foreign Public Documents", the Decree of the President of the Republic of Azerbaijan No. 544 dated December 10, 2004 "On the determination of competent authorities provided for in Article 6 of the Convention Abolishing the Requirement for Legalisation of Foreign Public Documents" and other normative legal acts in this field. The Rules regulate the procedures for issuance of an apostille by the Ministry of Foreign Affairs of the Republic of Azerbaijan to official documents intended for use in the territory of the countries that joined the "Convention Abolishing the Requirement for Legalisation of Foreign Public Documents" (hereinafter referred to as the Convention).

1. General provisions

1.1. Apostille is given to the official documents that are certified by the competent authorities of the Republic of Azerbaijan and are intended to be introduced in the territory of the countries that joined the Convention.

1.2. Apostille shall confirm the authenticity of the signature of the person who signed the official document, the authority of that person, as well as the authenticity of the seal or stamp affixed on the official document.

1.3. Validation or legalisation of the signature, seal or stamp of an authorized person on the Apostille is not required.

1.4. Other official documents are issued an Apostille by the Ministry of Foreign Affairs of the Republic of Azerbaijan, with the exception of documents certified by the courts of the Republic of Azerbaijan, prosecutor's office and judicial bodies, documents notarized in the territory of the Republic of Azerbaijan, documents on the state registration of the citizenship status, certified by the competent authorities of the Republic of Azerbaijan, as well as documents executed by the diplomatic mission and consulates of the Republic of Azerbaijan, administrative documents directly related to commercial and customs transactions.

1.5. Sample signature of the authorized person signing the official document, as well as a sample of the seal or stamp affixed to the official document can be requested by the Ministry of Foreign Affairs of the Republic of Azerbaijan for issuing an Apostille on that document.

2. Acceptance of official documents for issuance of Apostille

2.1. Official documents of natural persons for the issuance of an Apostille shall be accepted on the basis of the application of the signee or the person to whom the document is addressed, including the close relatives of this person (husband, wife, parents and children, grandparents and grandchildren, brothers and sisters) and the power of attorney issued in the name of the applicant. Official documents of state authorities, public legal entities created on behalf of the state, legal entities owned by the state and whose dividend (shares) are controlled by the state, official documents of the budget organizations (hereinafter referred to as the institutions) for the issuance of an Apostille shall be accepted on the basis of the application letter of the relevant institution (indicating the name, surname and position of the person presenting the official documents in the letter). Official documents of the legal entities, representative office, and branches for the issuance of an Apostille shall be accepted on the basis of a power of attorney issued to the person representing the legal entity, representative office, or branch, respectively.

2.2. The following shall be submitted in order to issue an Apostille to official documents:

- person's application for the issuance of an apostille;
- the original and a copy of the official document submitted for the issuance of an apostille;
- original and copy of the document confirming the identity of the person presenting the official document;
- the original and a copy of the document confirming the close family relationship, when the official document is presented by close relatives;

- original and copy of the relevant power of attorney or application letter, when the official document is presented on the basis of a power of attorney or an institution's application letter;
- the original and a copy of the document confirming the state registration of that legal entity, representative office or branch, when the official document belongs to a legal entity, representative office or branch;
- receipt indicating the payment of the state fee.

2.3. The Law of the Republic of Azerbaijan “On State Fee” regulates the amount of the state fee paid for the issuance of an Apostille to an official document.

3. Requirements for official documents submitted for issuance of Apostille

3.1. Apostilles are not issued for documents that conflict with international agreements of the Republic of Azerbaijan or legislative acts of the Republic of Azerbaijan as well as documents that harm the interests of the Republic of Azerbaijan, the honour and dignity of the citizens of the Republic of Azerbaijan with their content.

3.2. It is not allowed to add additional information to the official documents submitted for the issuance of an Apostille, to draw a line on incomplete lines and other empty spaces.

3.3. Apostilles are not issued for documents when there is a signature, seal or stamp affixed on the official document, the sample of which is not in the Ministry of Foreign Affairs of the Republic of Azerbaijan, or the official document is not compiled in the form specified by the legislation, as well as the signature, seal or stamp on the official document is removed, or damaged.

3.4. Official documents consisting of several pages shall be sewn and numbered, and the sewn part of the document shall be signed by an authorized person and confirmed with a seal.

3.5. The authorized person of the Ministry of Foreign Affairs of the Republic of Azerbaijan shall verify compliance of the official documents submitted for the issuance of an Apostille under these Rules.

3.6. Apostille shall be refused for official documents that do not comply with these Rules. The document for which the issuance of an Apostille was refused is returned to the applicant by the authorized person of the Ministry of Foreign Affairs of the Republic of Azerbaijan within 3 (three) business days with an explanation of the reason for the refusal. Reapplication for the issuance of an Apostille to official document shall be considered in accordance with these Rules upon elimination of the reasons for the refusal.

4. Issuance of Apostille to official documents

4.1. Official documents submitted for the issuance of an Apostille shall be issued an Apostille within 5 (five) business days upon verifying their compliance with these Rules.

4.2 Apostille is affixed to the non-textual part of the official document. Apostille is filled out in English by the authorized person who signs it.

4.3. In the Apostille, the date and number shall be distinctly written, the signature of the authorized person and the image of the seal shall be legible.

5. Registration of Apostille issued to official documents and their delivery

5.1. Official documents to which Apostille was issued by the Ministry of Foreign Affairs of the Republic of Azerbaijan are included in the "Electronic Register of Apostille" subsystem with the "Electronic Notary" information system of the Ministry of Justice of the Republic of Azerbaijan. The following information about Apostille issued to official documents is registered in the "Electronic Register of Apostille" subsystem:

- Apostille number;
- date of the Apostille;
- name of the institution issuing the Apostille;
- name and surname of the authorized person who signed the Apostille;
- type of the document;
- number and date of the document;
- name, surname and position of the person who signed the document;

- institution issuing the Apostille;
- name of the document
- summary of the document;
- name and surname of the person presenting the document.

5.2. Registration of an Apostille issued on official document is conducted by adding a printed extract to the copy of the documents submitted for issuing an Apostille via the "Electronic Register of Apostille" subsystem.

5.3. Official documents to which Apostille was issued are delivered to the relevant persons provided for in Clause 2.1 of these Rules by signing the extract from the "Electronic Register of Apostille" subsystem.

6. Printing of Apostille forms

Apostille forms are printed based by the order of the Ministry of Foreign Affairs of the Republic of Azerbaijan.

7. Apostille sample

7.1. Apostille form is prepared (affixed) in accordance with the sample of the certificate mentioned in the Convention.

7.2. The relevant information in the Apostille form is written in Azerbaijani and English.

APOSTILLE

(Convention de la Haye du 5 octobre 1961)

(5 oktyabr 1961-ci il Haaqa Konvensiyası)

AP № 000000

1. Ölkə

Country Azərbaycan Respublikası / Republic of Azerbaijan

Hazırkı rəsmi sənəd / This public document

2. imzalayan (soyadı)

has been signed by (surname)

3. hansı qismdə çıxış etmişdir

acting in the capacity of

4. möhürün, ştampın sahibi

bears the seal, stamp of

Təsdiq edilmişdir / Certified

5. şəhər/city

6. tarixdə/date

In _____

at _____

7. tərəfindən

by Xarici İşlər Nazirliyi/Ministry of Foreign Affairs

8. nömrəli

reg.number

9. möhür (ştamp) / seal (stamp) 10. imza / signature
