We Care Legal Services P.C.

Notary and Apostille Appointment Checklist

Version 8 October 2026

Use this checklist to prepare for an appointment. Confirm signing, oath, notarisation, translation and apostille requirements with the recipient and relevant competent authority.

☐ Obtain the recipient's prescribed form or written instructions and identify the country of use.

☐ Confirm the language, original or copy requirements, supporting records and any required document age.

☐ Prepare an unsigned version. If already signed, mention this before the appointment.

☐ Prepare valid identification and supporting records. Bring explanations for differences in names or dates.

☐ Use accurate facts and remove inapplicable alternatives. Leave uncertain statements blank for discussion.

☐ If translation is needed, confirm requirements for the translation and translator's certification.

☐ For use abroad, confirm whether an apostille is needed and which competent authority should receive the document.

☐ Obtain appropriate legal advice first for property transfers, inheritance, financial transactions or other significant rights.

☐ Confirm service scope, appointment method, number of copies and fees before booking.

☐ Do not send identification or full personal details in public website comments. Confirm an appropriate delivery method first.

Your notes

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General information, not individual legal advice. Notarisation and an apostille do not guarantee acceptance abroad.

Official reference Checked 8 October 2026

Global Affairs Canada
https://international.canada.ca/en/global-affairs/services/document-authentication/requirements