



NOTARIZATIONS OUTSIDE THE UNITED STATES

Please review this information sheet if you are outside the United States and need to submit a notarized form to BERS.

BERS can only accept a **document notarized outside the United States** if it satisfies one of the following conditions:

1. It was **signed in the presence of, and notarized by, any U.S. consular authority**; or
2. It was notarized by a **local notary** in a foreign country **and** either:
 - i. If the foreign country **is** a member of the Apostille Convention, the document **bears an Apostille**.
 - ii. If the foreign country is not a member of the Apostille Convention, the locally notarized document has been **authenticated** by the local **U.S. consular authorities**.

Q. How do I get a document notarized before a U.S. consular authority?

- A.** Contact the local U.S. consulate or embassy in your area. Some U.S. consular authorities may not currently be offering notarial services. For general information about notarization before consular authorities, see the State Department's website:

<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/Notarial-Authentication-Services-Consular.html>

Q. How do I know whether a country is a member of the Apostille Convention?

- A.** You can confirm whether a country is a member of the Apostille Convention on the U.S. State Department's website:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

Q. What is an Apostille?

- A.** An Apostille is a type of authentication that permits documents to be accepted in foreign countries. It is a separate page attached to the notarized document.

Q. Where and how do I get an Apostille?

- A.** The issuing authority and the procedure is different in each country. You should ask the local notary who notarized your document about the procedure for obtaining an Apostille. The local U.S. consular authority may also have information about where and how to obtain an Apostille in the country you are in.