



PROCEDURE TO FOLLOW TO REQUEST THE APOSTILLE AUTHENTICATION IN THE CHINESE PR

On the website of the Ministry of Foreign Affairs of the PR China, Consular Department (<http://cs.mfa.gov.cn/zggmccg/fjzms/>) information on the apostille has been published, including samples, office hours at the Ministry of Foreign Affairs (hereinafter MAE), application procedure, fees, processing time, contact details and questions and frequent responses. Until now the information is only available in Chinese language.

Below is a summary of the most important information translated into Spanish (unofficial translation):

Reception at the Consular Department, MAE:

Chaoyang Menwai Dajie No. 18, Fullink Plaza, Building B, Floor 11, Beijing.
Office hours: 8:30 a.m. to 11:00 a.m. Monday to Friday (holidays not included)
Telephone: 010-65889761 (8:30-11:00, 13:30-16:00 Monday to Friday, holidays not included)

Processing time in the Consular Department, MAE

Normal: pickup or delivery on the fourth business day after receiving the document
Urgent: pickup or delivery on the second business day after receiving the document

Apostille application procedure:

Step 1: request the notarized public document or other documents that meet the Apostille requirement.

Step 2: request the Apostille from the Ministry of Foreign Affairs or an authorized Foreign Affairs Office (hereinafter, FAO).

Means to request the Apostille:

1. Companies requesting trade documents: via <http://lsrz.cs.mfa.gov.cn/>
2. Individuals requesting civil notarial documents related to foreigners: book an appointment through the Alipay mini-program "Consular Service Center" and present them at the counter or by mail.

Additionally, companies and individuals can apply through authorized offices in Beijing or local FAOs. (see list below)

Documents to present for the application (for the Consular Department, MAE)

1. Consular Legalization/Apostille Registration Application Form
2. Valid identity document, foreigners must present passport or other travel document, original and copy of the information page.
3. Valid original document for the apostille to authenticate.
4. For government-sponsored students going abroad and foreign students: letter from the educational institution and original approval document to study abroad.
5. Companies must also provide original commercial document, invoices and company letter.



6. Foreign diplomatic missions or consular representations that request the Apostille on behalf of their citizens must provide an original note verbal.
7. Other documents that the Consular Department considers necessary.

Foreign citizens applying for apostille of notarized adoption documents for Chinese children: in addition to a valid identity document, the foreign citizen must present a note verbal from the foreign diplomatic mission and a copy of the adoption registration certificate.

Rates

Normal: commercial document 100CNY, civil document 50CNY

Urgent: additional 50CNY for each document

EMS courier fee: 25CNY/500g

List of authorized offices

1. Foreign Affairs Offices (FAO) authorized by the MAE for the issuance of Apostilles:

Hebei FAO, Shanxi FAO, Inner Mongolia FAO, Liaoning FAO, Jilin FAO, Heilongjiang FAO, Shanghai FAO, Jiangsu FAO, Zhejiang FAO, Anhui FAO, Fujian FAO, Jiangxi FAO, Shandong FAO, Henan FAO, Hubei FAO, Hunan FAO, Guangdong FAO, Guangxi FAO, Hainan FAO, Chongqing FAO, Sichuan FAO, Guizhou FAO, Yunnan FAO, Shaanxi FAO, Gansu FAO, Changchun FAO, Harbin FAO, Ningbo FAO, Jinan FAO, Qingdao FAO, Shenzhen FAO.

Provincial FAOs authorized by the MAE for the processing of the Apostille (for the

2. processing of the MAE service)

Tianjin FAO, Xizang FAO, Gansu FAO, Qinghai FAO, Ningxia FAO, Xinjiang Production and Construction Corps.

3. Municipal FAOs authorized to process the Apostille (for the processing of the FAO provincial service)

Zhuhai Foreign Affairs Office, Wuhan FAO, Qinhuangdao FAO, Xi'an FAO, Yichang FAO, Manzhouli FAO, Xiangyang FAO, Wenzhou FAO, Jingdezhen FAO.

4. Authorized apostille processing units in Beijing

Business Certification Center of China Council for the Promotion of International Trade, China Council for the Promotion of International Trade Beijing (CCPIT), China Tourism Group Travel Service Co., Ltd., Maofa International Travel Agency, International Communication Center of Beijing FAO, Beijing Fangyuan Notary Office, Beijing Guoxin Notary Office, Beijing Chang'an Notary Office, Beijing Dongfang Notary Office,

Note: The applicant can use the aforementioned processing units or ask a courier to process the application, or use the Alipay mini-program to make an appointment for the Apostille.

Apostille samples:

<http://cs.mfa.gov.cn/zggmccg/fjzms/qxwggwsrzyqdg/202310/P020231018534093596541.jpg>

<http://cs.mfa.gov.cn/zggmccg/fjzms/qxwggwsrzyqdg/202310/P020231018534093137174.jpg>



FREQUENT QUESTIONS:

- How can the Apostille be verified? On the website of the Consular Department, Ministry of Foreign Affairs of the PR China: <https://consular.mfa.gov.cn/VERIFY/>
- When should I request the Apostille? Depending on whether the document is going to be used in one of the signatory countries of the Convention.
- Can embassies/consulates issue Apostilles? No.
- Do documents issued by foreign Diplomatic Missions in China to their own citizens need an Apostille for use within China? In principle, these documents do not need an Apostille.
- Do documents from mainland China need an Apostille to be used in Hong Kong or Macau? Documents to be used in Hong Kong require confirmation from the Consular Department at the MAE, neither legalization nor Apostille, the procedure is similar.