



Passport and Corporate Services Office

128 Sussex House, Elgin Avenue, Grand Cayman

Tel: 1 (345) 943-7678

Email: corporate@gov.ky

Legalisation of Public Documents

The following Guidelines are to assist with the process of legalising a public document and to avoid any delays in the turn-around time of the document(s).

Please ensure that:

- a) The document(s) are enclosed in an envelope which should clearly reflect the company's name or the name of the individual who has requested the service and contact number. The envelope must be properly addressed, as follows: Passport and Corporate Services Office, 2nd Floor Sussex House Building, George Town, Grand Cayman. It is important for the envelope/label to clearly state: RE: Legalisation of Documents.
- b) Attached to the documents must be clear instructions [preferably typed] specifying if the document needs to be affixed with the Hague Apostille or authenticated - please use Company or individual letterhead. **Handwritten instructions on a complimentary card or post-it note stating "Please legalise" are not acceptable.**
- c) Prior to submitting the documents please check that the signatory is in order ensuring that the affixing of the seal/stamp is as close as possible to the signature and that the authorised signatory is current. Sufficient space must be allowed in close proximity to the signature for the Apostille to be affixed (A5 paper - 14.8 x 21 cm). All documents should be dated within a 12 month period.
- d) If several documents are sent to be legalised, arrangements must be made to clearly mark the documents by using post-it notes or post-it flags to identify the specific document which requires legalisation.
- e) In the case of the documents requiring authentication, the standard wording must be typed on the document. [Refer to information on *standard wording* below].

STANDARD WORDING FOR AUTHENTICATION OF A DOCUMENT:

This is to certify that _____ is a Notary Public in and for the Cayman Islands and that I am well-acquainted with the signature which is affixed hereto.

For Governor, Cayman Islands

Dated this _____ day of _____ 20__.

Note: While there are variances of the standard wording, the above is the most used because of its conciseness. If the document has been signed by another signatory – i.e.: an officer from the General Registry Department, then the wording must be tailored to reflect this.

It is also important to confirm the countries that are parties to the Hague Convention of 1961, this will determine whether an Apostille will need to be affixed to your document or if it will require authentication. For a complete list of member countries please refer to the HCCH website: <https://www.hcch.net/en/states/hcch-members>

SUBMISSION & COLLECTION

All the documents must be hand-delivered to the Passport and Corporate Services Office, 2nd Floor Sussex House Building:

- Drop Box
 - 8:30am and 5:00pm Monday to Friday
 - No cash submissions are to be placed in the drop box
- In Person
 - 9:00am and 3:00pm Monday to Friday

Note: Documents must NOT be mailed.

P&CSO offers two services for legalisation of documents:

- Regular Service
 - Collection the following business day
 - 1:30pm to 2:30pm
 -
- Express Service
 - Documents must be submitted before 11:00am
 - Your request will be reviewed and notification by email to advise of collection
 - Please note that on rare occasions when a large batch of documents [i.e.: ranging from 25-100] may not be possible for same day collection, a separate collection time may will arranged.

OTHER POINTS TO NOTE

a) SPECIMEN OF THE SIGNATURE:

Ensure that the original signature of the Notary Public or an authorised signatory matches the specimen which has been provided to the Passport and Corporate Services Office. If signature does not match the specimen on our file, it may be rejected.

If a Notary Public changes his/her signature from what our original specimen reflects, and wishes to continue using the new signature, he/she should visit the Courts Office to produce a new specimen signature card which will then be forwarded to the Passport and Corporate Services Office.

b) NOTARIAL CERTIFICATES

Notarial certificates must be bounded with rivets and/or ribbons.

c) FEE SCHEDULE:

Please ensure that the correct fee accompanies the document(s). Fees are per document:

Affixing the Apostille: KYD\$150.00
Express Service: KYD\$200.00

Authenticating a document: KYD\$75.00
Express Service KYD\$100.00

****USD is to be converted as follows: USD Cash: 0.80 USD Cheque: 0.82***

PAYMENT OPTIONS

- Cash KYD or USD
- Local cheque payable to Cayman Islands Government
- Online Payments (EFT)

BANK: ROYAL BANK OF CANADA
TRANSIT#: 06975

KYD\$ PAYMENTS:
Passport & Corporate Services Office
128 Elgin Avenue, George Town, Grand Cayman, Cayman Islands
RBC account# 112-946-9

US\$ PAYMENTS:
Passport & Corporate Services Office
128 Elgin Avenue, George Town, Grand Cayman, Cayman Islands
RBC account# 263-991-2

TO AVOID DELAY:

- Ensure that the name of your entity and selected service e.g. apostilles or authentication are included with payment.
- Include eft receipt with submitted documents

If further information is needed on the process of legalisation of public documents, please contact our office at:

Tel: 1 (345) 244 3618

Email: corporate@gov.ky