Minute Notary

Filing for an apostille or authentication in Ontario

Anyone taking an Ontario document to Official Documents Services for use abroad.

Tick as you go. A number in brackets points to the source of that line, listed at the end.

Verify the requirements

- [ ] Contact the consulate, embassy or recipient at the destination and confirm what they require. [1]
- [ ] Look up whether the destination takes an apostille or a certificate of authentication. [2]
  Hague signatory countries receive apostilles; other countries receive certificates of authentication, and may need legalization at their consulate or embassy.

Check the document is eligible

- [ ] Run it through the document authentication portal on the Ontario page. [1]
- [ ] It is not on the list of documents that cannot be authenticated. [1]
  Documents commissioned by a Commissioner for Taking Affidavits; documents issued outside Canada, unless the signature was sworn or witnessed before an Ontario notary public; religious documents; documents already legalized by a consulate or embassy; pseudo-legal documents.
- [ ] You have a hard copy. Soft copy (electronic) documents will not be authenticated. [1]

Find out whether it needs a notary public

- [ ] Check whether it is an Ontario document that may not require notarization. [1]
  Vital statistics documents, including polymer birth certificates; business registry documents issued as of 1991; Superior Court of Justice or Ontario Court of Justice documents issued as of July 10, 2023 (up to 10 business days for an in-person request); Ontario public post-secondary degrees, diplomas and transcripts issued since January 1, 2019.
- [ ] Otherwise, have it notarized by an Ontario notary public. [1]
  Official Documents Services has no in-house notary.

- [ ] All parts of the notary's signature and seal are clearly displayed on the same page of the document. [1]
  Otherwise it has to be re-notarized or re-issued. The name and seal must be identical to those on file.

If it is not in English or French

- [ ] It was issued within Canada and notarized by an Ontario notary public. [1]
- [ ] It comes with a translation: by a Certified Canadian Translator, or attested by an Ontario notary public who speaks both languages. [1]
  That notary's declaration must attest to speaking both languages and certify the accuracy of the translation.

Prepare the request

- [ ] If a document is more than 7 mm (one-quarter inch) thick, punch 2 holes in the upper-left corner. [1]
- [ ] Submit the service request online through the portal, or complete the service request form. [1]
  An online request still needs its number, your documents and your payment sent or brought to the office.
- [ ] Have the fee ready, for each document. [1]
  $16 for a notarized legal document. $32 for an Ontario government official document, an Ontario court-issued document, or an Ontario public post-secondary degree, diploma or transcript. $32 for filing with a foreign consulate or embassy.
- [ ] By mail, pay by certified cheque or money order to The Minister of Finance, or by Visa or Mastercard on the mail-in form. [1]
  In person: cash, Visa, Mastercard, debit, certified cheque or money order.

Send or bring it

- [ ] By mail: Official Documents Services, 777 Bay Street, Lower Level, Toronto, ON M7A 2J8. [1]
  Processed within 15 business days and returned by regular mail. Include a prepaid return envelope or a return waybill for a tracking number.
- [ ] Or in person, at one of the five offices. You may book an appointment first. [1]
  Toronto: 777 Bay Street, Lower Level, M7A 2J8. Ottawa: 161 Elgin Street, Fourth Floor (Ottawa Courthouse), K2P 2K1. Windsor: 205-400 City Hall Square East (Windsor City Hall), N9A 7K6. Sault Ste. Marie: 101-420 Queen Street East, P6A 1Z7. Thunder Bay: 113-435 James Street South, P7E 6T1. The standard wait is about 30 minutes if your documents are complete. Booking help: 1-800-267-8097.

Before you rely on this

Official Documents Services checks signatures and seals, not contents, and cannot tell you what a consulate or embassy requires. Ask the recipient first.

What we do

A document headed abroad is notarized in person, in wet ink, on a mobile visit. We can also pick it up, file it with Official Documents Services and return it to you.

Sources, read November 5, 2026

1. Ontario, Authenticate a document for use outside Canada. Updated June 8, 2026. ontario.ca/page/authenticate-document-use-outside-canada
2. Minute Notary, Apostille or legalization by country. minutenotary.ca/apostille-by-country

The current version of this checklist is at minutenotary.ca/checklists/apostille-authentication-ontario.