

Document authentication in Cyprus

Notary services for the purpose of authenticating documents and affirmation of certain legal deeds are not provided in Cyprus.

In Cyprus instead, we are able to arrange for the following:

(a) The certification of signature/s through a certifying officer, who certifies that the person named on the document, has signed in his presence. Certifying officers in Cyprus are appointed and regulated by the Ministry of Interior and if a document is required to be legalized by apostile as well, then his signature should be beforehand certified by the District officer as well and

(b) Legalization by Apostille. Apostille is a certification by the Ministry of Justice and Public Order that is useful for documents drafted in Cyprus that are intended to be recognised by foreign authorities. Legalization by Apostille confirms that the signatures on a document are valid, so that it can be used in countries outside Cyprus. All countries that have signed the Hague Convention of 5th October 1961, among which is Cyprus, accept Apostille. Alternatively for countries that have not signed the Hague Convention, legalization of a document can be effected by the local embassy or Consulate of that country in Cyprus.

What documents can be apostilled in Cyprus?

All official local public documents issued by an authority in Cyprus. The apostille can be inserted on the original document or on a true copy, provided that it has been authenticated by the authority which has issued the original.

Examples are:

1. Documents proving civil status:
 - Passport
 - Identity Card
 - Birth certificate
 - Marriage certificate
 - Divorce certificate
 - Death certificate
 - Certificate of adoption
 - Evidence of a change of surname, name
 - Clear criminal record and others.
2. Documents related to education:
 - Diploma
 - Certificate
3. Corporate documents issued by the Department of the Registrar of Companies in Cyprus.
4. Other documents
 - Power of Attorney
 - Statements
 - Consent
 - Contracts

How many days are required for the certification of documents with apostille?

Provided that the original documents are in order, they can be apostilled within one working day.

Can a document in a foreign language be apostilled in Cyprus?

Only documents that are in Greek or in English can be apostilled in Cyprus without any additional procedures. If the document is in a language other than these two, then, if the document is original can be translated by P.I.O (Public Information Office) and if not, an affidavit before the court by an official translator will be required.