



**GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA**  
**Ministry of Foreign Affairs and Trade**

**GUIDELINE AND PROCEDURES FOR APOSTILLE**

When you need to use a document in another country, foreign governments will require that the document be issued authentication in order to be recognized as legitimate. The legalization of documents between country members under the Hague Convention of 1961, is referred to as an apostille.

Link of Hague Convention-(to be added)

Since becoming a member of the Hague Convention in September, 1999 the authorized authority to issue an apostille within Samoa is the Ministry of Foreign Affairs and Trade, with the Chief Executive Officer (CEO) designated as the competent authority to certify an apostille

**What kind of documents do we apostille?**

The Ministry of Foreign Affairs and Trade only issues apostilles on official public documents to certify the signatures and seals of public officials.

Public documents include:

- Documents emanating from an authority or an official connected with the courts or tribunals of the state, including those emanating from a public prosecutor, a clerk or a process server;
- Administrative documents;
- Notarial acts
- Documents signed and sealed by officials acting under their public capacity. E.g. birth certificates, marriage certificates, school certificates, police clearance reports, etc

**How do I get an apostille?**



MFAT Apostille Pamphlet to be included for more information.

**Standard fee for an Apostille:**

Apostille fee per document:
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<b>\$30.00 USD</b> (must be in U.S. currency)
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