



High Commission of the Republic of Mauritius  
CANBERRA

**Explanatory Note on Legislation of Documents (Apostille)**

**A. What is Apostille?**

This is the documentary device by which a government department authenticates a document as genuine, thereby legalizing it for use in another member country under the terms laid out in the **Hague Convention** of 1961.

Once a document has been Apostilled, thereby providing official government authentication of the signatures and stamps appearing on it, it is automatically deemed legalised for use in another member country.

**B. Contact Persons**

**Principal Assistant Secretary  
Prime Minister's Office  
Level 4, New Government Centre  
Port-Louis.  
Tel: (00 230) 201-1183  
Fax No: (00 230) 212 9393  
E-mail: [pmo@mail.gov.mu](mailto:pmo@mail.gov.mu)**

**C. The Hague Convention**

The Hague Convention of 5 October 1961 abolishing the requirement of legislation for foreign public documents has brought about a basic simplification to the formalities of legislation of public documents outside the countries from which they emanate. These formalities of legalization have been reduced to the delivery of a certificate in a prescribed form entitled "**Apostille**".

Mauritius is one of the signatories of the above Convention and it is the Prime Minister's Office which is responsible for the final authentication exercise, that is, issuing the "Apostille". Any person who wishes to have one of the public documents mentioned legalized should call at the Prime Minister's Office, new Government Centre, 4th Floor, between 9 a.m to 3 p.m. It is to be noted that Apostille service is **FREE OF CHARGE** in Mauritius.

**D. Public Documents**

The documents that are deemed to be considered as public documents are:

- (i) Birth Certificates
- (ii) Marriage Certificates
- (iii) Death Certificates
- (iv) Divorce Decrees
- (v) Residence Certificates
- (vi) Certificates of Good Standing
- (vii) Documents emanating from an authority connected with the Courts or tribunals
- (viii) Notarial acts
- (ix) Certificates of Nationality
- (x) Educational and Professional Certificates
- (xi) Certificates of Morality from the Director of Public Prosecutions
- (xii) Tax Certificates

- (xiii) Child Adoption Documents
- (xiv) Memorandum & Articles of Association
- (xv) Certificates of Incorporation

#### **E. Conditions**

1. Documents for legislation (Apostille) should as far as possible be submitted in person and collected on the next working day as from 1 PM.
2. Submission of documents:- 9 AM to 3 PM
3. Persons delegated by Notaries, Solicitors, Companies, Travel Agents Tec... should produce a letter clearly stating the number and description of documents each time they are submitted.
4. Identity cards may be requested.
5. Persons losing their "Apostille" receipt should produce a letter stating the document they submitted and its description (Name etc...)
6. Validity of documents from DPP & Civil Status Office should be within 3 months.
7. Documents for legislation are delivered **FREE OF CHARGE** by the Prime Minister's Office.

#### **F. REQUEST FOR LEGALIZATION OF DOCUMENTS BY THE MAURITIUS HIGH COMMISSION**

To be eligible for an apostille, a document must first be issued or certified by an officer recognised by the authority (in the country) that will issue the apostille. The document to be apostilled should satisfy, inter alia, the provisions laid down in **The Hague Convention Abolishing the Requirement of Legalisation for Foreign Documents**, the **Apostille convention** or the **Apostille treaty**.

Once the competent authority has authenticated the document, the applicant should thereafter ensure that the apostilled document is verified by the Mauritius High Commission in Canberra.

The following should be forwarded to the Mauritius High Commission:

- The apostilled document duly verified and authenticated by the Department of Foreign Affairs and Trade of Australia, should be forwarded, together with a copy thereof.
- A money order of AUD 14 drawn in favour of the Mauritius High Commission.
- A self-addressed registered envelope.

The Mauritius High Commission will affix its seal as proof of having seen the document without prejudice to its contents and return same to the applicant for any action deemed necessary.

**Mauritius High Commission**  
**01 September 2019**