

INFORMATION SHEET

PUBLIC NOTARY / SWORN TRANSLATOR /

REGISTRAR OF THE HIGH COURT OF SOUTH AFRICA

- Step 1: Documents must be verified by a Public Notary (Attorney registered at the High Court) or a Sworn Translator (if you require this service) **of your choice**. The Public Notary will verify the contents of the documents / the Sworn Translator will translate the relevant documentation (if required). (Refer to www.northernlaw.co.za for a list of Public Notaries.)
- Step 2: The verified documents must then be taken to the Registrar of the High Court of South Africa – in the same jurisdiction as the Public Notary or Sworn Translator. The Registrar will verify the signature of the Public Notary or Sworn Translator.
- Step 3: After authentication (for non-signature countries) by the High Court, the documents must be submitted to the Department of International Relations and Cooperation (DIRCO) – Legalisation Section for further authentication.

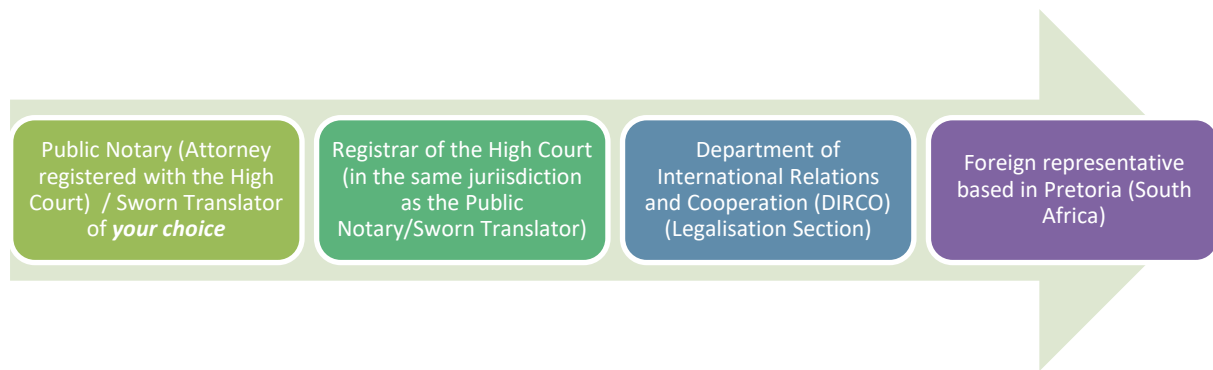
Note: If a country is signatory to the Hague Convention, the High Court should issue and affix an Apostille to the document. This document should not be submitted to the DIRCO – Legalisation Section.

Flow diagram: Process when following the route of the i.e. Public Notary (or Sworn Translator)/Registrar of the High Court (when the destination country is signatory/party to the Apostille Convention) – and when the Apostille Certificate will be issued and affixed:



(If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.)

NOTE: Flow diagram: Process when following the route of the i.e. Public Notary (or Sworn Translator)/Registrar of the High Court (when the destination country is NOT signatory/party to the Apostille Convention) – and when the Certificate of Authentication will be issued and affixed:

**Please take note:**

- A Registrar can only verify the signatures of a) an Attorney who is registered at the High Court as a Public Notary practising in the same jurisdiction; and be) a sworn translator registered within in the same jurisdiction of the relevant court.
- It is very important to have documents notarised before submitting these to the Registrar of the High Court for legalisation purposes. The country should be clearly specified to ensure the correct procedure is followed by the High Court.

Contact details**PRETORIA**

North Gauteng High Court
 High Court Building, 1st Floor (Room 1.21)
 Corner Madiba (and Paul Kruger Streets
 Pretoria
 Tel: (012) 315-7410 / 7711

Fax: (012) 326-1995

CAPE TOWN

Western Cape High Court
 35 Keerom Street
 Cape Town
 Tel: (021) 480-2411

Fax: (021) 423-0412

DURBAN

KwaZulu-Natal High Court
 12 Masonic Grove (Dullah Omar)
 Durban

Tel: (031) 362-5800

JOHANNESBURG

South Gauteng High Court
 High Court Building, Room 103
 Corner Kruis and Pritchard Streets
 Johannesburg

Tel: (011) 335-0000

Fax: (011) 332-8214

PORT ELIZABETH

Eastern Cape High Court
 2 Bird Street
 Port Elizabeth

Tel: (041) 502-6600

Fax: (041) 582-2625

PIETERMARITZBURG

KwaZulu-Natal High Court
 301 Church Street
 Pietermaritzburg

Tel: (033) 345-8211

Fax: (031) 305-4550

Fax: (033) 345-3815

BLOEMFONTEIN

Free State High Court

Corner Fontein and President Brands Streets

Bloemfontein

Tel: (051) 406-8100

For further information on Registrars of the High Courts refer to <https://www.judiciary.org.za/index.php>

NOTE: The DIRCO – Legalisation Section does not take any responsibility for incorrect information provided, due to changes in the relevant authorities contact details; procedures; etc. It is therefore the responsibility of the customer to verify information directly with the relevant institution concerned.

Important Notes:

- Type of documents that should follow the route of the **Public Notary/Sworn Translator/Registrar of the High Court** i.e. if you need copies of documents to be legalised i.e. travel documents (passport) or identity documents; or documents such as an affidavit, power of attorney, work contracts; or translations; etc.
- **The Following documents authenticated by the High Court, will be authenticated, HOWEVER, this process DOES NOT AUTHENTICATE THE UNDERLYING DOCUMENT/S:**
 1. Copies of birth- marriage and death certificates and Letters of No Impediment issued by the Department of Home Affairs.
 2. Copies of police clearance certificates.
 3. Copies of South African degrees, National Senior Certificates, School Transfer documents, School reports, Trade certificates.
 4. Copies of a verification of a South African driver's licence issued by the Department of Transport.
 5. Foreign documents or copies of foreign passports.

The following steps must be followed for DIRCO to accept above documents:

1. Original birth-, marriage and death certificates and Letters of No Impediment issued, signed and stamped by the Department of Home Affairs must be submitted or sent by courier to the Legalisation Section at DIRCO.
2. Original police clearance certificates not older than six (6) months must be submitted or sent by courier to the Legalisation Section at DIRCO.
3. South African degrees must be verified by SAQA first;
National Senior Certificates must be verified by Umalusi first;
School transfer documents and school reports must be verified by the Department of Basic Education first;
Trade certificates must be verified by QCTO first;
4. Original verified driver's licences issued by the Department of Transport can be submitted or sent by courier to the Legalisation Section at DIRCO.

5. Foreign documents and passports must be verified by the issuing country/embassy.

- Copies of official documents signed by a member of the South African Police Service (SAPS) are not accepted for legalisation purposes.
- **Divorce decrees and settlement agreements:** Customers must contact the High Court where the divorce was granted directly and make the necessary arrangements for a current Registrar or Assistant Registrar (not a clerk of the court or a Registrar's clerk) to sign and stamp the divorce decree and each page of the settlement agreement (should the settlement agreement be required), before submitting to the Legalisation Section for legalisation purposes. **Note:** If the country of destination is signatory to the Apostille Convention, then the relevant High Court where the divorce was granted could in fact issue and affix the Apostille Certificate directly. In this case, the documentation must not be submitted to our office, as the rule will be applicable that if the convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.

CONTACT DETAILS: Department of International Relations and Cooperation (DIRCO) - Legalisation Section

OR Tambo Building, 460 Soutpansberg Road, Legalisation Section, Room NE2A-Ground Floor, Rietondale, Pretoria, 0084

Note: As the Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to legalisation@dirco.gov.za, as to ensure that you can receive the relevant assistance and guidance in writing from the Legalisation Section.

Tel: (012) 351-1000 (switchboard, ask for legalisation section)

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za – Services - Consular Services – Consular Information - Notarial Services (Legalisation)

--- ooOoo ---