

AUTHENTICATIONS OF MANITOBA NOTARY PUBLIC SIGNATURES AND SEALS

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What is an Authentication?

An Authentication is a certificate that states that the signature and seal of the Notary Public are valid.

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What is an Apostille?

An Apostille is similar to an Authentication Certificate. This is used by the United States and other countries that signed the Haig Convention in 1961. Canada is not part of the Haig Convention so we use the Authentication Certificate.

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What is a Notary Public?

A Notary Public is a person who is authorized to sign and seal documents that will be sent outside the Province of Manitoba and worldwide. Most lawyers are Notaries Public.

Where do I find a Notary Public?

You can find a Notary Public in any law office. You can find Lawyers or Notaries Public in the yellow pages of the telephone book. If you have been in Canada for less than two years the International Centre or Welcome Place may be able to help you. **You need to call first to see if you qualify.**

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Does the Notary Public charge a fee for notarizing my documents?

Yes. Call the notary to check on his/her fee.

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When would I need an Authentication?

You may need an Authentication certificate for documents that are being sent outside Canada and worldwide. You should call or look on the website of the Embassy or Consular Office to see if your document needs an Authentication certificate. Not all documents need to be authenticated. This process assures the Consulate and country receiving the document that it has been properly signed by the Notary Public.

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Some examples of documents that need to be authenticated?

Documents that may need to be authenticated are notarial copies of the following:

- Birth certificates
- Marriage or divorce certificates
- Proof of non-marriage
- Powers of attorney
- Invitation to visit
- Degrees or student transcripts
- International business contracts
- Adoption papers.

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If my document needs a picture attached to it does the Notary Public need to seal it?

Yes. Consulate had often recommend to paste your picture directly on the document then have the Notary Public impress part of his/her seal on the picture so that it cannot be removed.

Do I need to send the Authenticated document to a Consulate or Embassy in Canada before I send it to the country?

You will need to contact the Consulate or Embassy to see if you need to send the document to them before you send it to the actual country. Most countries have an Embassy or Consulate office in Canada.

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Where can I find the phone number for the Consulate or Embassy?

You can look at the page of “Foreign Affairs and International Trade Canada’s website: http://www.international.gc.ca/protocol-protocole/foreign_reps.aspx?lang=eng then click on [Consular Posts](#) for Consulate or click on [Diplomatic Missions](#) for an Embassy. You will need to call them if you have questions about the documents and fee you need to send.

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Will you Authenticate documents notarized in a different Province?

The document must be authenticated in the Province in which the Notary Public resides. Each Province has an office that authenticates documents.

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Can a Commissioner for Oaths notarize, certify or verify documents leaving Manitoba?

No. A Commissioner for Oaths can only sign Manitoba documents staying in Manitoba.

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What is the fee for an Authentication?

Each authentication certificate costs \$12.00. Fees are subject to change without notice.

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Do I need to make an appointment with your office to have my notarized documents authenticated?

No. You do not need an appointment

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Can I mail my documents notarized by a Manitoba Notary Public to your office?

Yes. Send a **money order** payable to the Minister of Finance. Include a name and telephone number so we can call you if we have any questions about your document. Send your documents to our office by secured mail and enclose a return envelope inside for us to return it to you. You may use ExpressPost, Registered, Purolator, Fedex, etc. Be sure to write your name and address on the return envelope.

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Can I mail my notarized documents, signed by a Manitoba Notary Public, to your office if I do not live in Canada?

Yes. Send a **money order** made payable to the Minister of Finance in **Canadian funds**. Include a name and telephone number so we can call you if we have any questions about your document. Send your documents to our office by secured mail and enclose a return envelope inside for us to return it to you. You may use ExpressPost, Registered, Purolator, Fedex, etc. Be sure to write your name and address on the return envelope.

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What is the office address?

Commissioner for Oaths/Notary Public Office
Room 1034 – 405 Broadway
Winnipeg, MB R3C 3L6
Our office is located at the northeast corner of Broadway & Kennedy Street, near the Legislative Building.

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What is the office phone number?

Telephone: (204) 945-2654
Toll Free in Manitoba: 1-866-323-4249

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What are the office hours?

Our office is open at 8:30 a.m. during the lunch hour and until 4:30 p.m. Monday to Friday. We recommend you attend our office before 4:00 p.m.

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