



*High Commission for the Commonwealth of The Bahamas
Ottawa, Canada*

PROCEDURE FOR AUTHENTICATION OF DOCUMENTS FOR USE IN THE BAHAMAS

Please be advised that as Canada is not a party to “*The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents*” (1961), public documents originating in Canada for use in The Bahamas, must therefore be legalized by Bahamas diplomatic or consular agents in Ottawa.

Execution of documents in Canada may be done before a Bahamas Consular Officer or Canadian Notary Public as follows:

(A) Execution before Bahamas Consular Officer:

- (i)** Sign the document in front of the consular officer and witness, if one is required, (e.g. conveyances).
- (ii)** Where a witness is provided, he/she must complete an Affidavit attesting to the signing.

(B) Execution before a Notary Public:

- (i)** Sign in front of a Notary of good standing and, witness if required.
- (ii)** The witness completes an Affidavit attesting to the signing, before the Notary.
- (iii)** The Notary signs the document(s) and places his seal and stamp on it.
- (iv)** The signature, seal and stamp of the Notary must then be certified by the designated Provincial authority.

Once the document has been certified by the relevant Provincial authority, forward all documents to The Bahamas High Commission, affixed with the **certificate from the Provincial authority**, and an **authentication fee of US\$20.00** per document. The application fee has to be the **EXACT amount and only in U.S. dollars in the form of a bank cheque, a bank money order or a postal money order**, made payable to The Bahamas High Commission. The Bahamas High Commission will **NOT** accept **Canadian currency, cash, personal or business cheques or credit cards**. For return of your documents you must contact The Bahamas High Commission for advice on which courier companies are acceptable.