

Request Form

Law Society
of British Columbia

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9
t 604.669.2533 | toll-free 1.800.903.5300
f 604.669.5232 | TTY 604.443.5700
www.lawsociety.bc.ca

Certificate of Authentication

THE LAW SOCIETY DOES NOT ISSUE APOSTILLE CERTIFICATES.

If a Certificate of Authentication is required, complete the information below and attach this form to the package containing the document(s) for authentication. Ensure all fields are complete and instructions are followed carefully to avoid delays in processing your request. Processing time is up to 10 business days. You will be notified by email, and provided with a copy of the receipt, when the Certificate of Authentication is issued. Contact the Registration & Licensee Services department at: registration@lsbc.org or 604-605-5311 if you have any questions.

PART A: Applicant Information

Full Name

Email (Print Clearly)

Phone Number

PART B: Document(s) for Authentication

Name of Lawyer whose Signature is Being Authenticated:

Number of Sets of Documents Being Authenticated:

Document Return Options: Pick up at the Law Society Office
 Courier – to be arranged by applicant
 Priority Post or XpressPost – prepaid envelope included

Additional instructions/Notes:

PART C: Fee (Non-Refundable) and Payment Method

Description	Unit Price (GST Included)	QTY (per set/certificate)	Total Amount
<input checked="" type="checkbox"/> Certificate of Authentication	\$26.25 per certificate		\$

Method of Payment: Cash (Exact change only)
 Cheque – Payable to The Law Society of BC
 Credit Card – Pay in-person at reception

[Initial: _____] I confirm that I have checked with the embassy/consulate of the destination country that a Certificate of Authentication, not an Apostille Certificate, is required in order for my document(s) to be used in the destination country.

GST # R10760434

This information is being collected by the Law Society of BC to process your payment for a Certificate of Authentication. This information is being collected in accordance with the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165, s. 26(c). If you have any questions about the collection of this personal information, please contact us at: registration@lsbc.org or 604-605-5311.

For Office Use Only

Payment Received by: _____

Form Received by: _____

Form Received date: _____

DM4067480

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Information

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Before submitting your documents to the Law Society for authentication, it is important that you check with the consulate or embassy of the destination country to determine what documents you need and what steps are required in order to use your documents in the destination country. Note that the Law Society is unable to advise you on whether you should obtain an Apostille Certificate or a Certificate of Authentication.

Please note that the Law Society does not issue Apostille Certificates. The [Apostille Convention](#) came into effect in Canada on **January 11, 2024**. In British Columbia, the Apostille Certificates are issued by the BC Authentication Program administered by the Order in Council (OIC) Administration Office in the Ministry of Attorney General. If you have out-of-province documents, you might be required to obtain the Apostille Certificates from the other province or Global Affairs Canada. Please refer to their websites for more information:

- [BC Authentication Program](#)
- [Global Affairs Canada](#)

If the document(s) has a **BC Lawyer's signature** and the destination country requires a Certificate of Authentication from the Law Society (e.g. the destination country is **not** a participant of the Apostille Convention), follow the steps below.

STEP 1: Prepare Your Set(s) of Documents

Authentication will be performed per "set" of documents. Each set of documents consists of any number of pages which have been reviewed and notarized by a BC lawyer. Only one lawyer's signature is authenticated for each set. Each document that is notarized by a different lawyer must form a separate set.

The documents:

- Can be original documents or **copies** of original documents;
- Must be dated;
- Must include all of the following:
 - Original signature of the lawyer (photocopies of a lawyer's signature will *not* be authenticated);
 - Name, address, and telephone number of the lawyer (printed/stamped); and
 - Notary's seal or impression and the wording "A Notary in and for the Province of British Columbia". Note that the lawyer's name must be visible in the seal/impression. A stamp of a seal is *not* acceptable.

Each set of documents must be assembled correctly and clearly (e.g. stapled or clipped together with a paper or binder clip) as **it will be bound permanently** using an eyelet when the Certificate of Authentication is issued. Each set of documents requires a separate Certificate of Authentication. **The cost per certificate is \$26.25.**

STEP 2: Finalize the Package and Drop Off at The Law Society

Complete the Request Form. A cover letter is not required.

Include the completed form and payment along with all sets of documents in one package.

Authentication is only performed when payment is made.

Deliver or drop-off the package at reception at the Law Society office during business hours (Monday to Friday 8:30am to 4:30pm. Closed on statutory holidays).

STEP 3: Authentication by Authorized Law Society Staff

Allow up to 10 business days for processing upon receipt of payment and documents.

Processing time may be delayed if information is missing or unclear (including the signature and/or the seal/stamp of the lawyer) or payment has not been made.

STEP 4: Returning Authenticated Documents

You will be notified when the authentication is complete and your documents will be returned via the document return option selected on the form.

1. **Pick up at the Law Society office:** Pick up at reception during regular business hours (Monday to Friday 8:30 am to 4:30 pm. Closed on statutory holidays).
2. **Courier:** You must arrange and pay for a courier to pick up the document once you have been notified it is ready. The Law Society will **not** arrange a courier on your behalf nor will pay any courier fees.
3. **Return by expedited mail:** You must include a Priority Post or XpressPost envelope (printed with the mailing address) with your package before dropping off to the Law Society office. These envelopes can be purchased from any Canada Post outlet.

Contact the Registration & Licensee Services department at: registration@lsbc.org or 604-605-5311 if you have any questions.