REPUBLIC of TURKEY
MINISTRY of INTERIOR
DEPARTMENT of INFORMATION TECHNOLOGIES
e-Interior PROJECT GOVERNORATE DISTRICT GOVERNORATE APOSTILLE MODULE
PRESENTATION

What is Apostille-Ratification Certificate?

- **Apostille** is a document legalization system that ensures the documents that certified in one signatory country to be used in another country for legal purposes.
- In the Article 1 of the referred Convention, it is provisioned that the Apostille shall be applied to '**public documents which have been executed in the territory of one Contracting State and which have to be produced in the territory of another Contracting State**'.
- The rules of Apostille was set in the Hague Convention dated October 5th, 1961. Apostille rules are only for the member or signatory countries of Hague Conference**.**
- Turkey signed the Hague Convention of 5 October 1961 **(abolishment the requirement of legalisation for foreign public documents)** in 8 May 1962 and ratified it with the Law No. 3028 dated 20 June 1984 and this Law being published in the Official Gazette no.18517 dated 16.09.1985, entered into force on **29.09.1985.**
- It was aimed that citizens of states party to referred Convention shall be able to use the related documents issued by their own country in another state party to Convention, thus reducing the burden in the procedures, providing convenience and rapidity.
- Within the framework of a private agreement between **Germany, Austria and Switzerland**, the documents of these countries are directly and reciprocally legal (without the need of apostille).

Documents regarded as Official Certificate and that can have Apostille Certification

According to the Article 1 in Convention, the following are deemed to be public documents:

- Documents emanating from an authority or an official connected with the courts or tribunals of the State, including those emanating from a public prosecutor, a clerk of a court or a proces-sserver;
- administrative documents;
- notarial acts;
- official certificates which are placed on documents signed by persons in their private capacity, such as official certificates recording the registration of a document or the fact that it was in existence on a certain date and official and notarial authentications of signatures.

Items Contained in an Apostille Ratification Certificate

In accordance with the Article 4 of Convention; the main title **“Apostille (Convention de La Haye du 5 Octobre 1961)”** in Apostille Certificate shall be in the French language.

An Apostille document should contain the informational items below:

Turkish Authorities Competent to Issue the Apostille Certificate

81 PROVINCE
892 DISTRICT

- **Competent Authorities which can give the ratification certificate for administrative documents to be used abroad in accordance with the protocol dated 08.01.1990 that Ministry of Interior, Ministry of Justice, Ministry of Finance and Ministry of Foreign Affairs signed are listed below;**

- **In Governorates ;**
  - **Governor**
  - **Deputy Governor on behalf of the Governor**
  - **Legal Affairs Branch Director**
- **In District Governorates;**
  - **District Governor**
  - **Head of District Registrar Section /Chiefs (Population >50000)**
- **In Court houses;**
  - **Presidencies of Judiciary Justice Commission**

Documents Legalized by Apostille/Normal Ratification Certificate

Documents certified by Administrative Authorities;

- Birth Certificate,
- Name Equivalency Certificate,
- Student Certificate,
- Notarial Acts,
- Proxy Statement,
- Certificate of Consent,

Documents certified by Judicial Authorities;

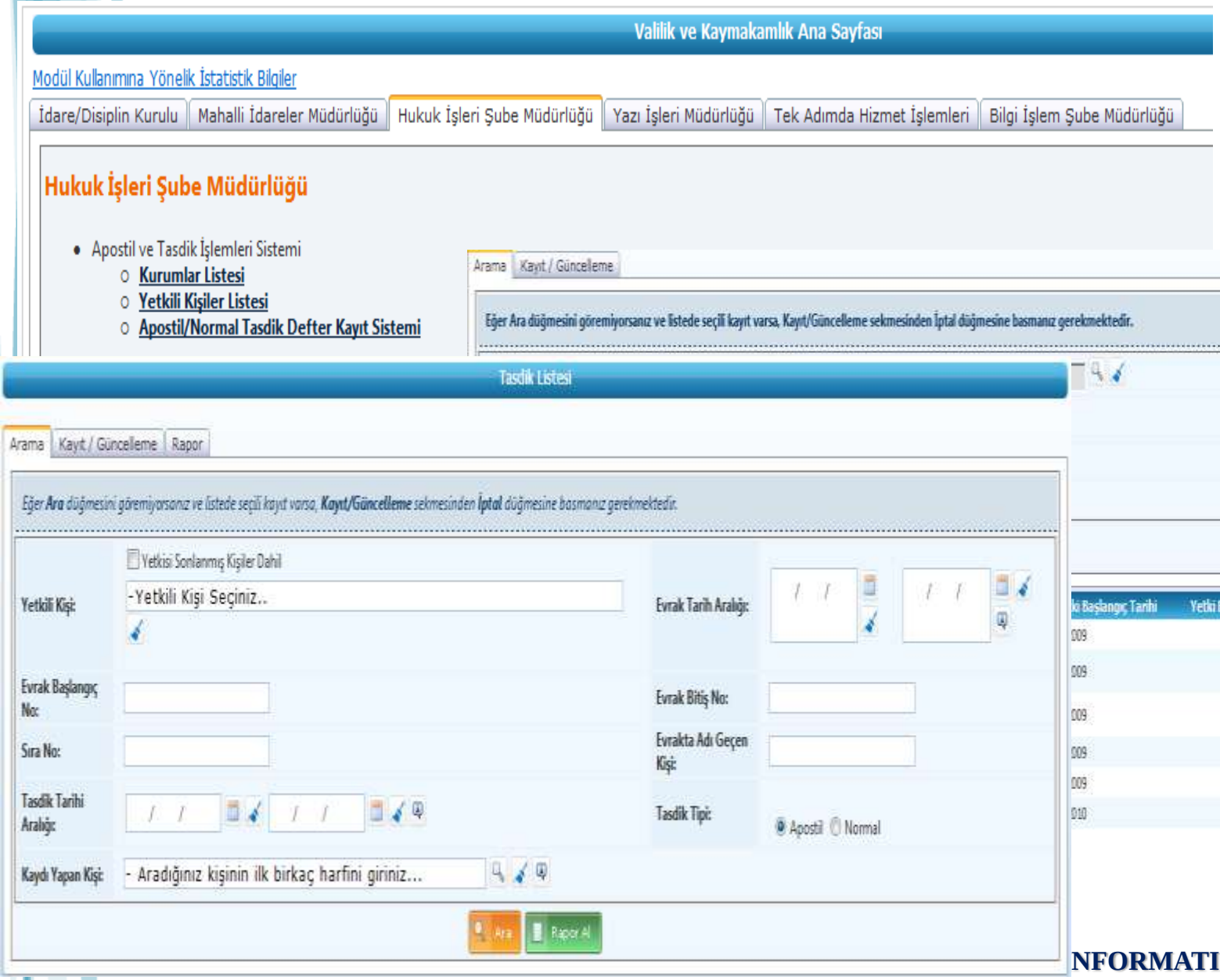
- Judicial Registry Certificate,
- Certificate of Appeal,
- Court Order,
- Divorce Decree,

Administrative Documents Dealing Directly with Commercial or Customs Operations;

- Certificate of Origin,
- Foreign Receipt (Invoice)

OPERATION of E-INTERIOR PROJECT GOVERNORATE DISTRICT GOVERNORATE APOSTILLE MODULE

Interfaces of Governorate District Governorate Apostille Module



NFORMATION TECHNOLOGIES

Operation of Governorate District Governorate Apostille Module

- **The ratification is provided in electronical environment** with the ratification certificate (Apostille/Normal Ratification Certificate) so that citizens having a legally accepted document in Turkey shall be able to use it in other state party to convention by means of applying to Governorates or District Governorates.

- **Apostille/Normal Ratification Certificate is provided from the system with the comparison of institution seals and signatory circular of authorized persons** registered by Governorates or District Governorates in e-Interior Project.

- Registration of authorized persons' authorization start and expiration dates to the system is ensured.

- **Registrations continue to be kept in the system even if the authorization of the person is expired, so they can be easily accessed when needed.**

Operation of Governorate District Governorate Apostille Module

- In 81 provinces and 892 districts there can be found ratification opportunity regardless of the issuance location of document.
- e.g. A diploma received from METU in Ankara can be ratified in İzmir.

E-INTERIOR PROJECT
GOVERNORATE DISTRICT GOVERNORATE
APOSTILLE MODULE
INSTITUTION SEAL REGISTRATION PROCEDURE

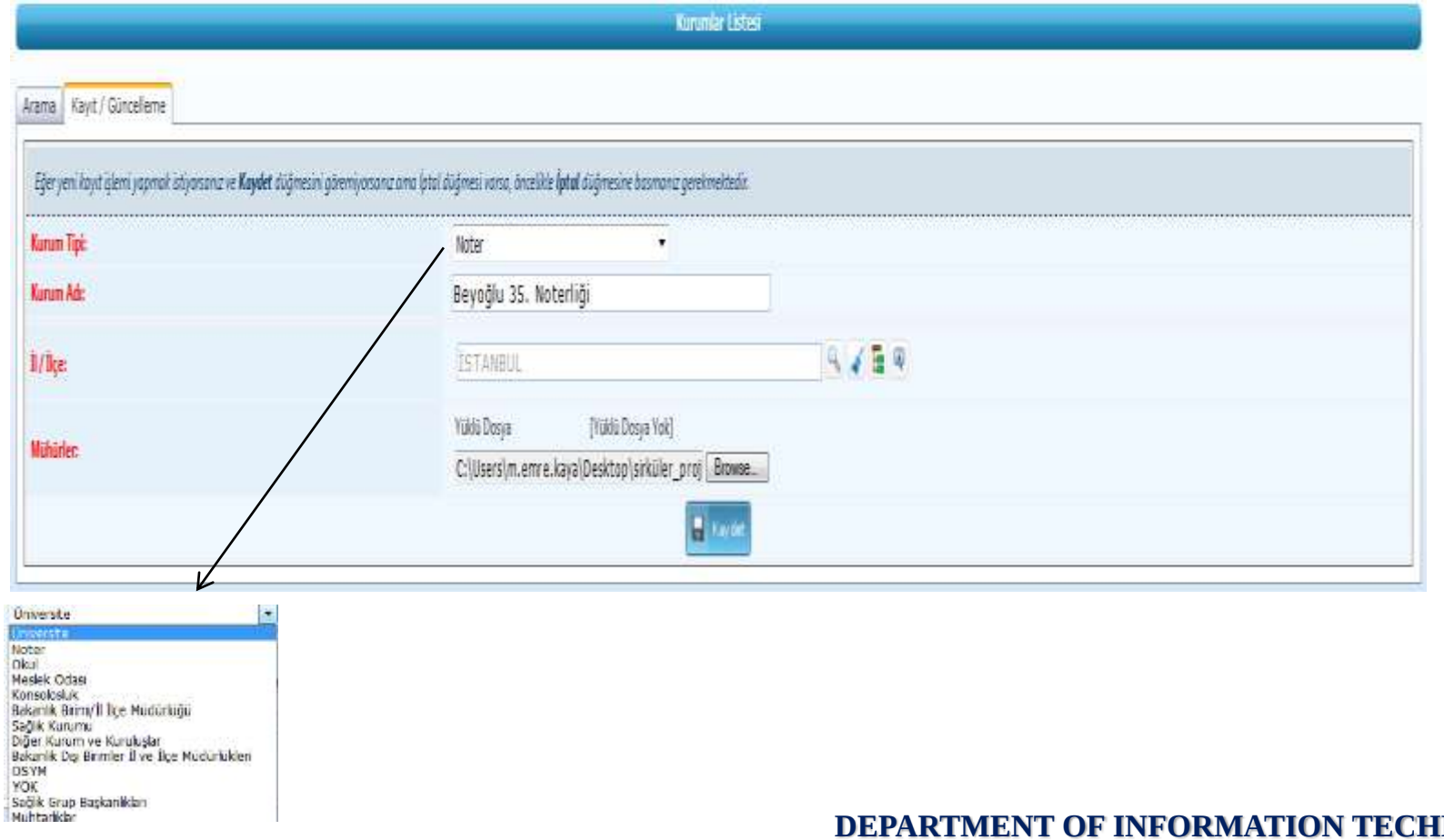
Governorate District Governorate Apostille Module Authorized Institutions

❖ **Institutional seal and authorized person signatory circular are registered by Governorate/District Governorate Directorate of Legal Affairs.**

- UNIVERSITY
- NOTARY
- PROFESSIONAL GROUPS
- CONSULATE
- OTHER INSTITUTIONS and ORGANIZATIONS
- MINISTERIAL UNITS / PROVINCE-DISTRICT DIRECTORATE
- STUDENT SELECTION AND PLACEMENT CENTER (ÖSYM)
- THE COUNCIL OF HIGHER EDUCATION (YÖK)
- HEALTH GROUP PRESIDENCIES
- HEALTH INSTITUTION
- NON-MINISTERIAL UNITS / PROVINCE-DISTRICT DIRECTORATE
- HEADMAN OFFICES
- SCHOOL

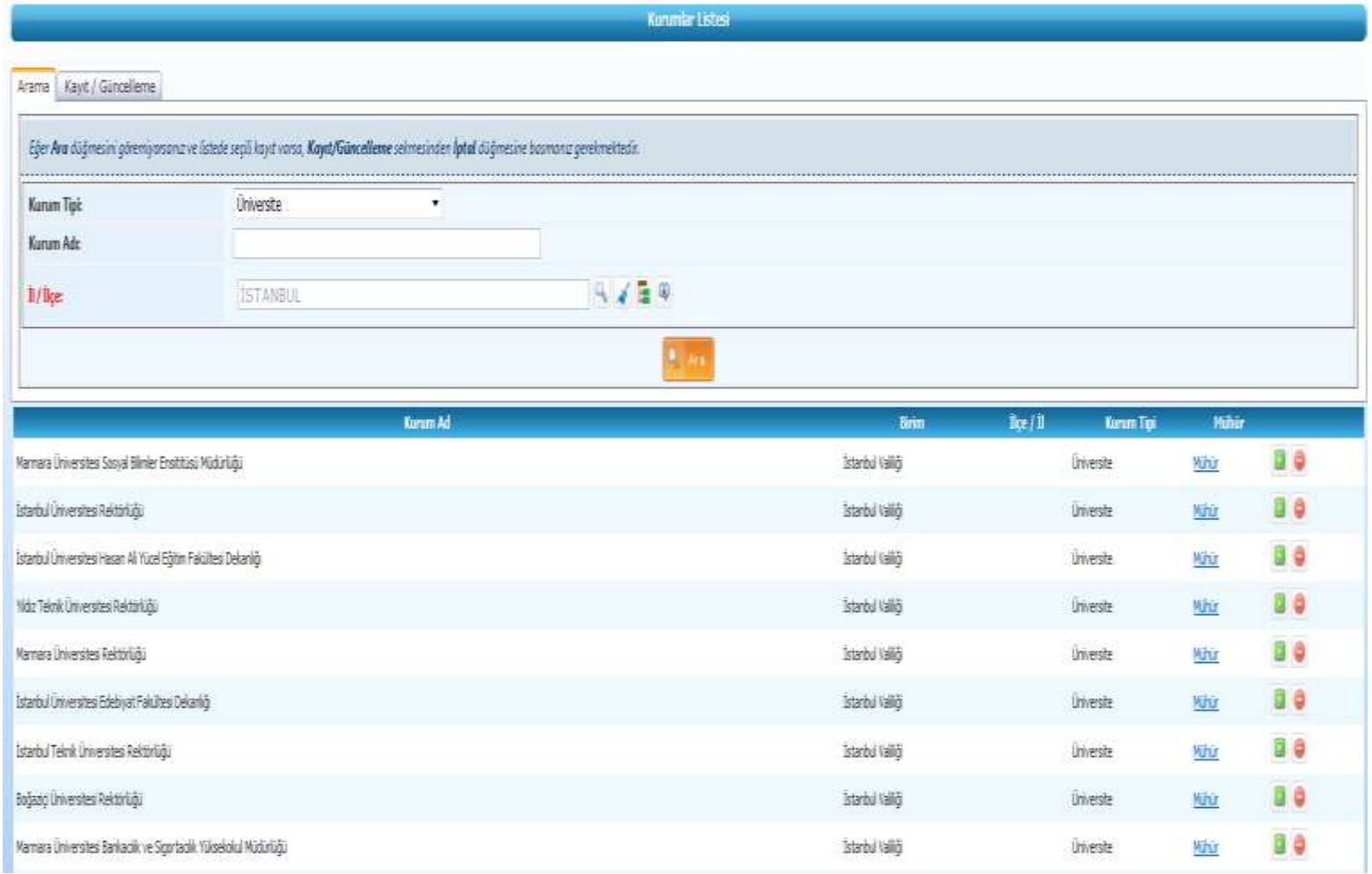
Governorate District Governorate Apostille Module Institution Seal Registration Procedure

- ❖ Red labelled areas are compulsory.
- ❖ Institution Type, Institution Name, Province/District areas are filled.
- ❖ Institution seal that was saved as image format after being scanned are registered into the system from Seals area.



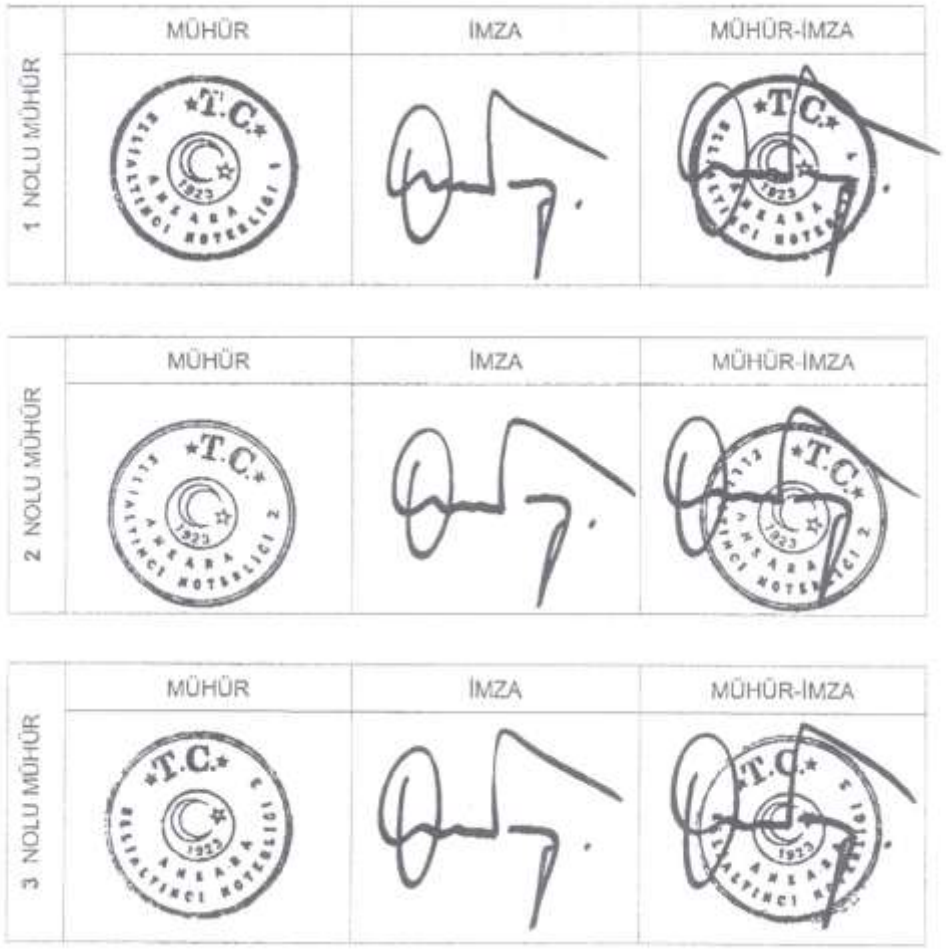
Governorate District Governorate Apostille Module Institution List

- For example; all registered universities in İstanbul are listed with the selection of ‘University’ in ‘Institution Type’ and “İstanbul” in ”Province“ area.
- If nothing is selected in Province area, all universities in Turkey are listed.



Governorate District Governorate Apostille Module Institution Seals

- Samples of scanned institution seal of the person ratifying the document for Apostille registration are as follows:

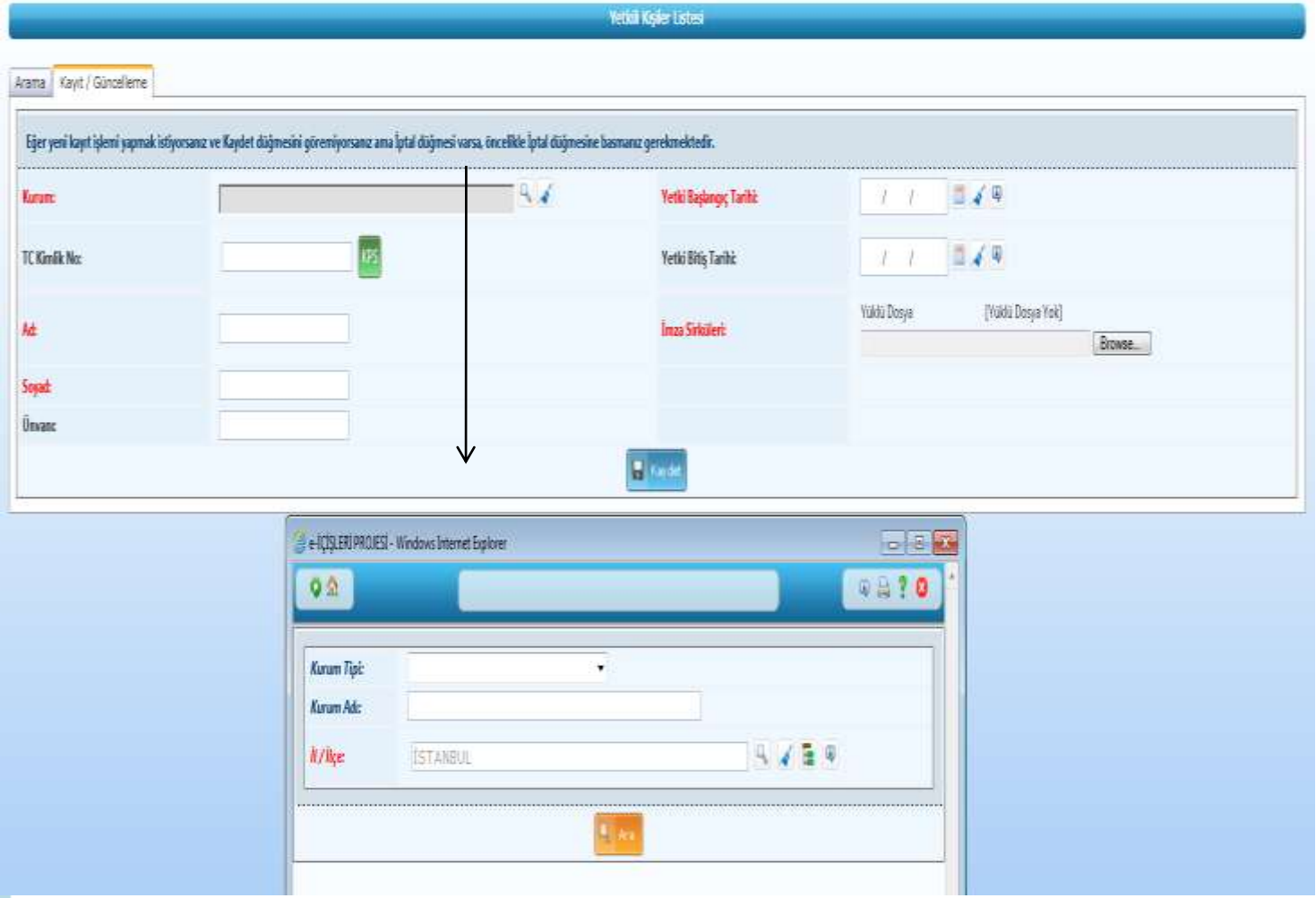


GOVERNORATE DISTRICT GOVERNORATE APOSTILLE MODULE REGISTRATION of AUTHORIZED PERSONS

Governorate District Governorate Apostille Module Registration of Authorized Persons

- Institution is selected in order to register an authorized person.

- Then the registration is completed upon filling the required areas.



Governorate District Governorate Apostille Module Registration of Authorized Persons

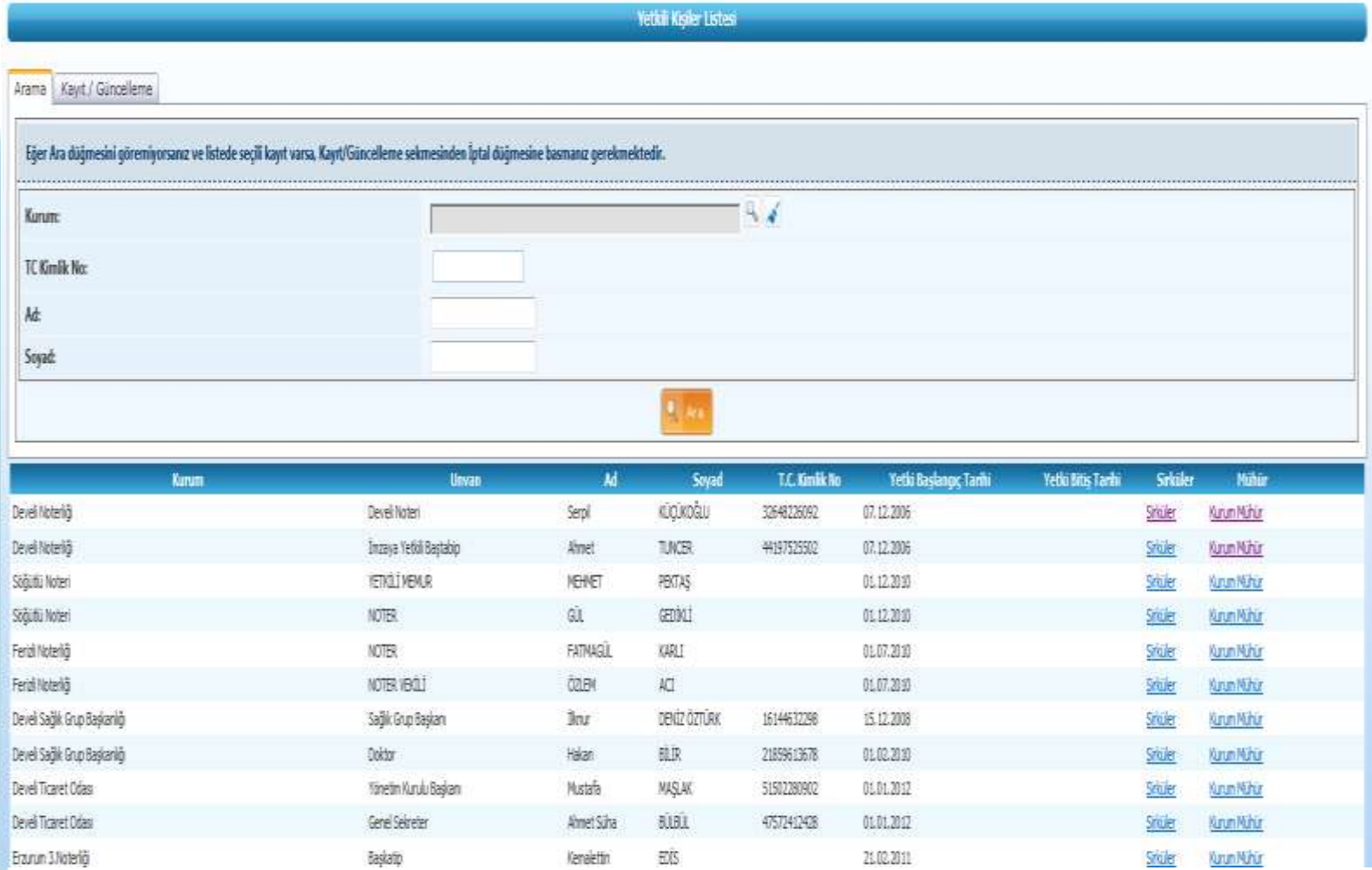
❖ If the Identity Number is known, name and surname information can be obtained from Identity Sharing System (ISS) and MERNIS.

❖ Signatory circular that was scanned and saved as image in the system is registered on the area of "**Signatory Circular**".

❖It is important that Authorization Start and Authorization Expiration Date is updated regularly for ratification processes to be conducted conveniently.

Governorate District Governorate Apostille Module Authorized Persons List

❖ If the institution criteria isn't selected, **all authorized person defined in the system** is listed on the screen.



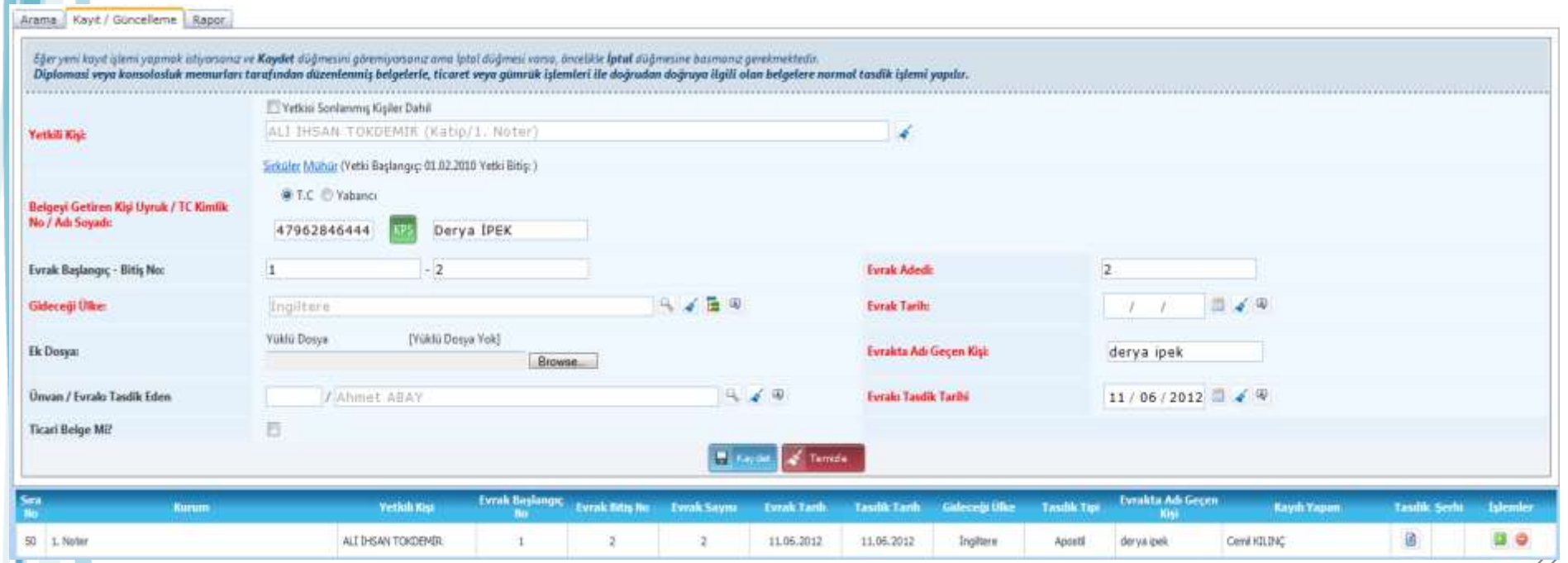
Authorized Persons Signatory Circular Samples

- Samples of scanned signatory circular of the person ratifying the document for Apostille registration are as follows:

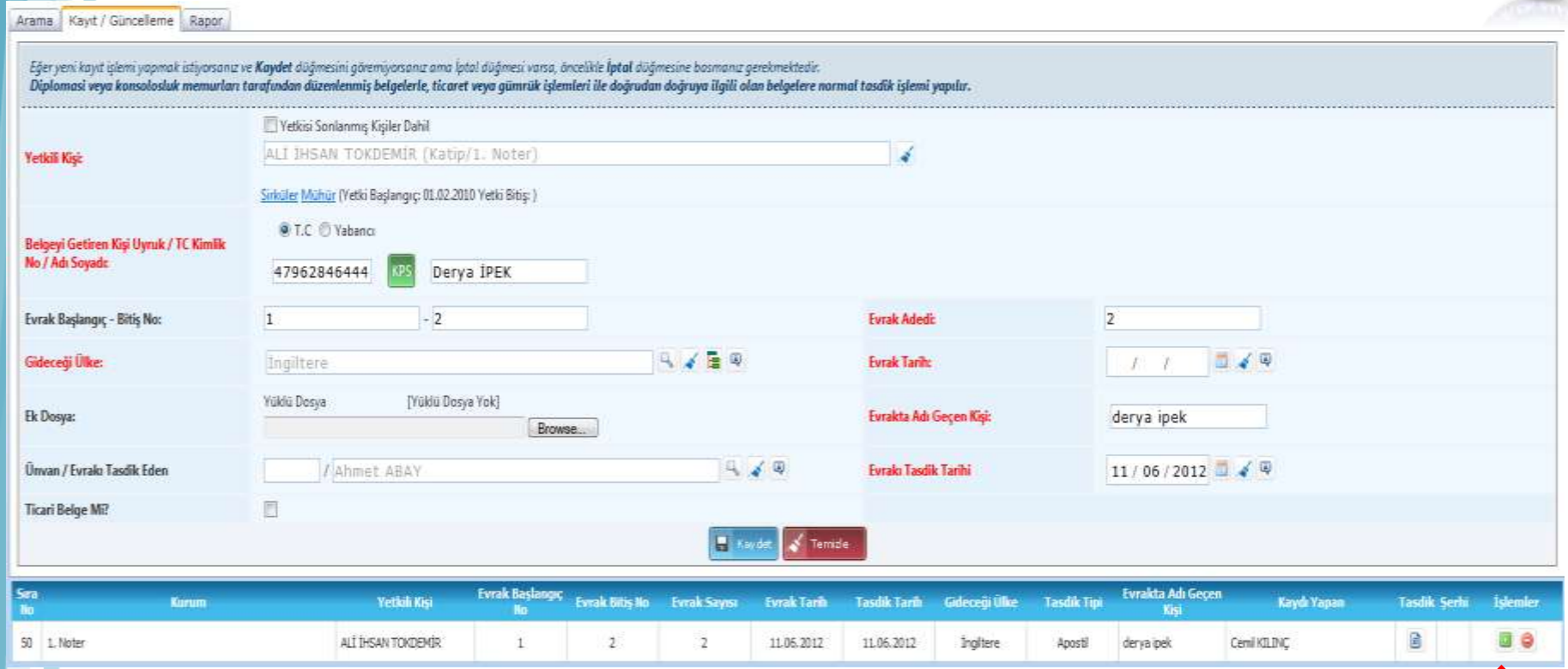
E-INTERIOR PROJECT
GOVERNORATE DISTRICT GOVERNORATE APOSTILLE CERTIFICATE REGISTRATION PROCEDURES WITH ORIGINAL SIGNATURE

Governorate District Governorate Apostille Certificate Registration Process

- If the country selected in “The Country to be used in” is among the contracting states; “Apostille Certification” is affixed.
- **As soon as authorized person is selected in registration page, registered signatory circular and relevant institution seal of this person can be viewed.**
- Turkish citizens can be registered with “Identity Number” and the foreigners with the “Name, Surname” information.



Governorate District Governorate Apostille Certificate Registration Process



Show Certificate

Update Registry

Delete Registry

Sample of Apostille Ratification Certificate

Sample of Apostille Ratification Certificate that shall be signed with original signature

TASDİK ŞERHİ
(5 Ekim 1961 Tarihli Lahey Sözleşmesi)

APOSTILLE
(Convention de La Haye du 5 Octobre 1961)

1- Ülke TÜRKİYE - LA TURQUIE
İşbu resmi belge
2- ALİ İHSAN TOKDEMİR tarafından imzalanmıştır.
3- İmzalayanın sıfatı Katip'dır
4- 1. Noter
'nin mühür/damgasını taşımaktadır.

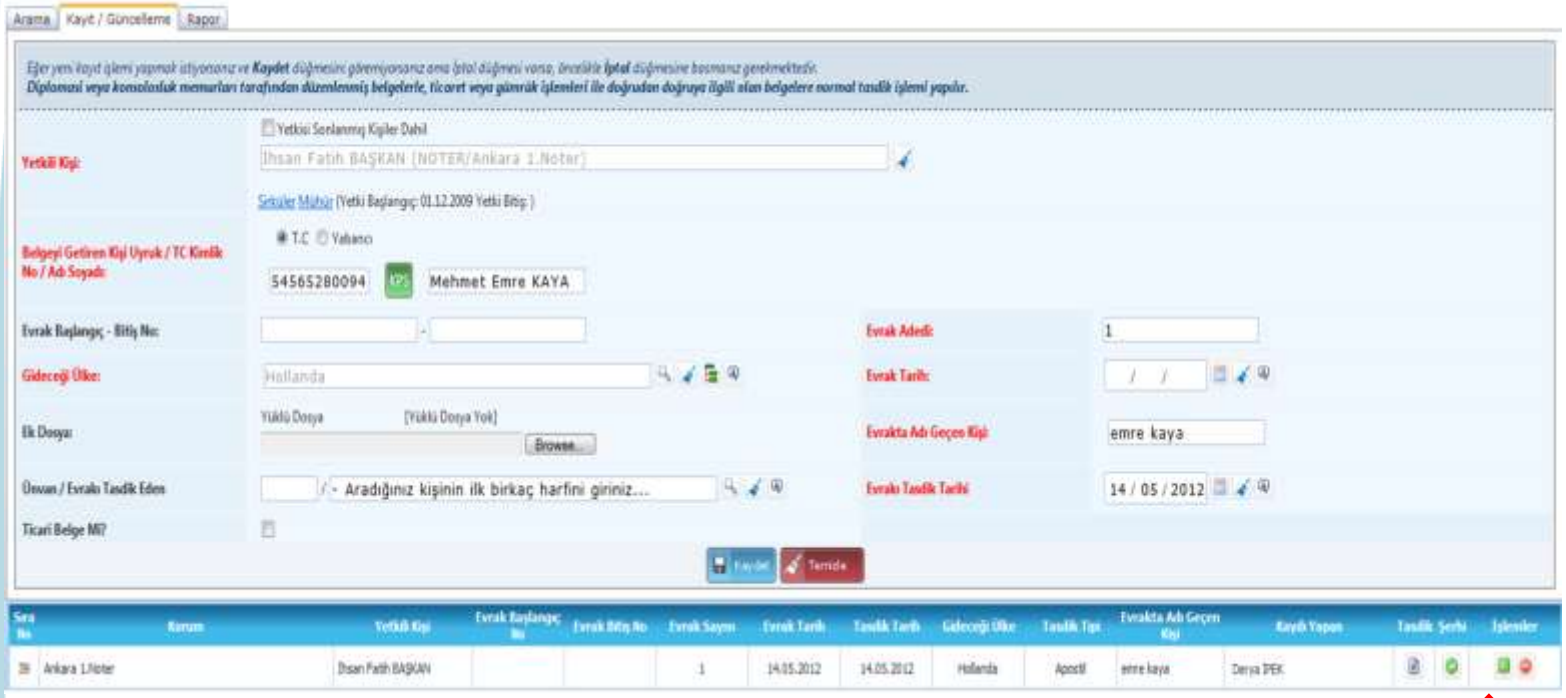
TASDİK

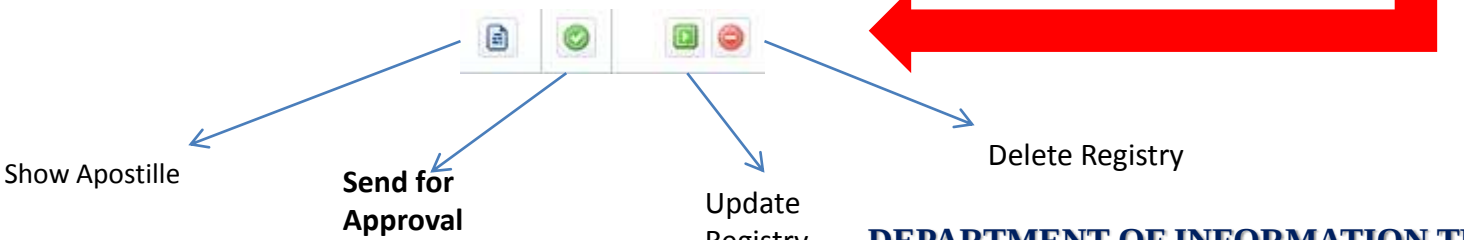
5- Ankara Valiliği 'da
6- 11.06.2012 günü
7- İşçi Ahmet ABAY tarafından
8- No 50 ile tasdik edilmiştir.
9- Mühür/Damga 10 - İmza
....

E-INTERIOR PROJECT
GOVERNORATE DISTRICT GOVERNORATE APOSTILLE CERTIFICATE PROCEDURES OF E-SIGNATURE REGISTRATION

Governorate District Governorate Apostille Certificate Registration Process

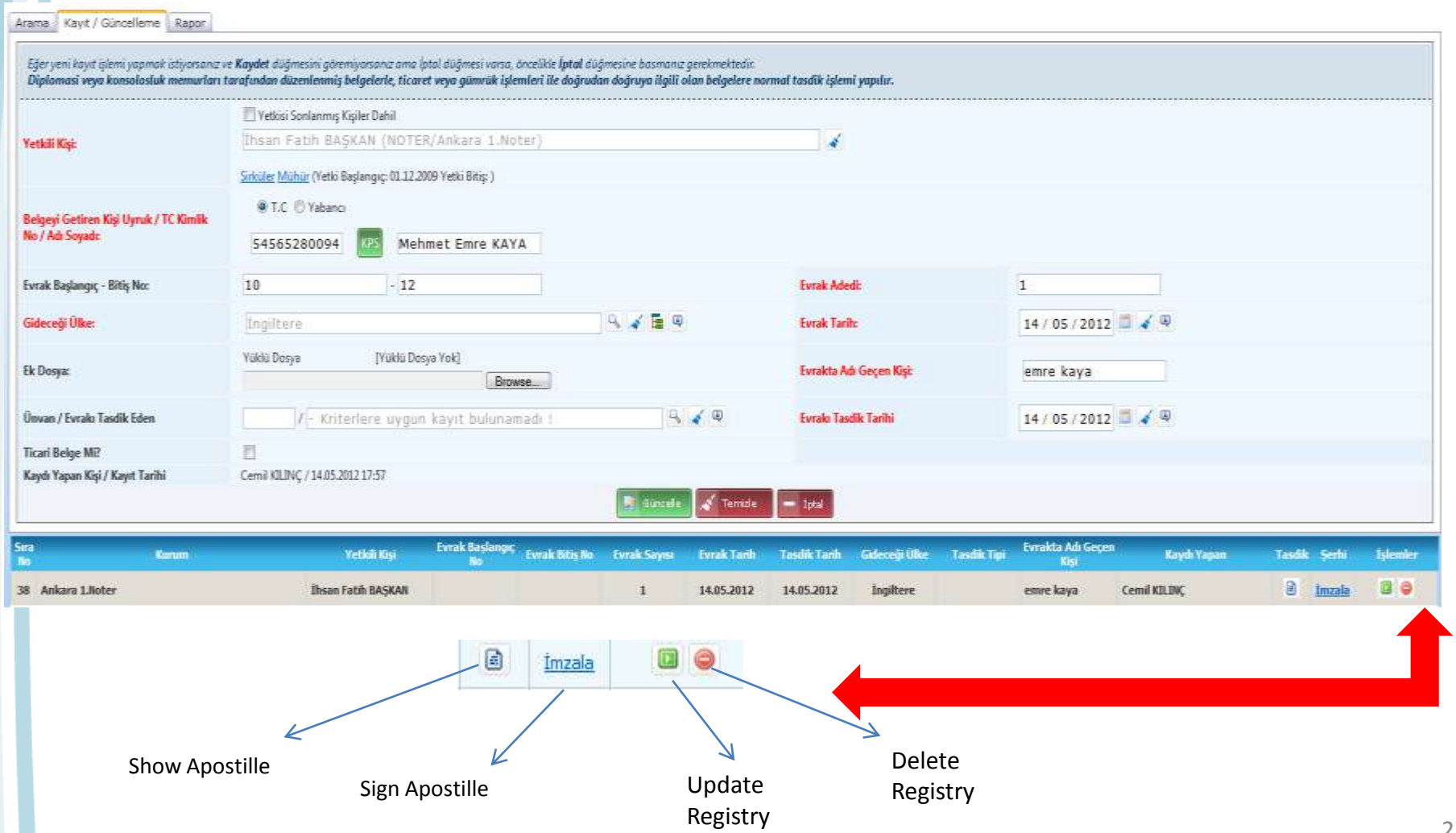
- After the registration of ratification; non-authorized users send the certificate to their supervisors for approval with button after they have completed the registration process.





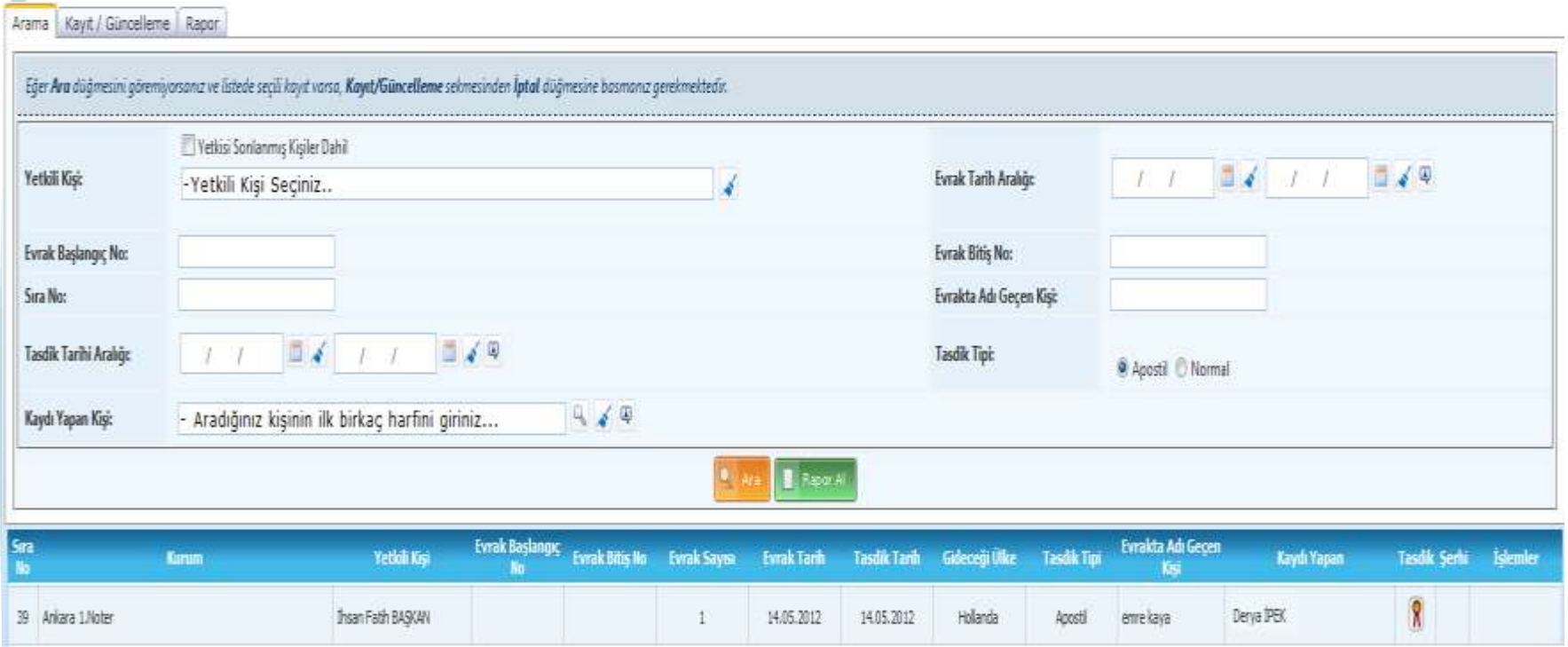
Governorate District Governorate Apostille Certificate Registration Process

- After the registration; Authorized users can sign the certificate with İmzala button after they have completed the apostille registration process.



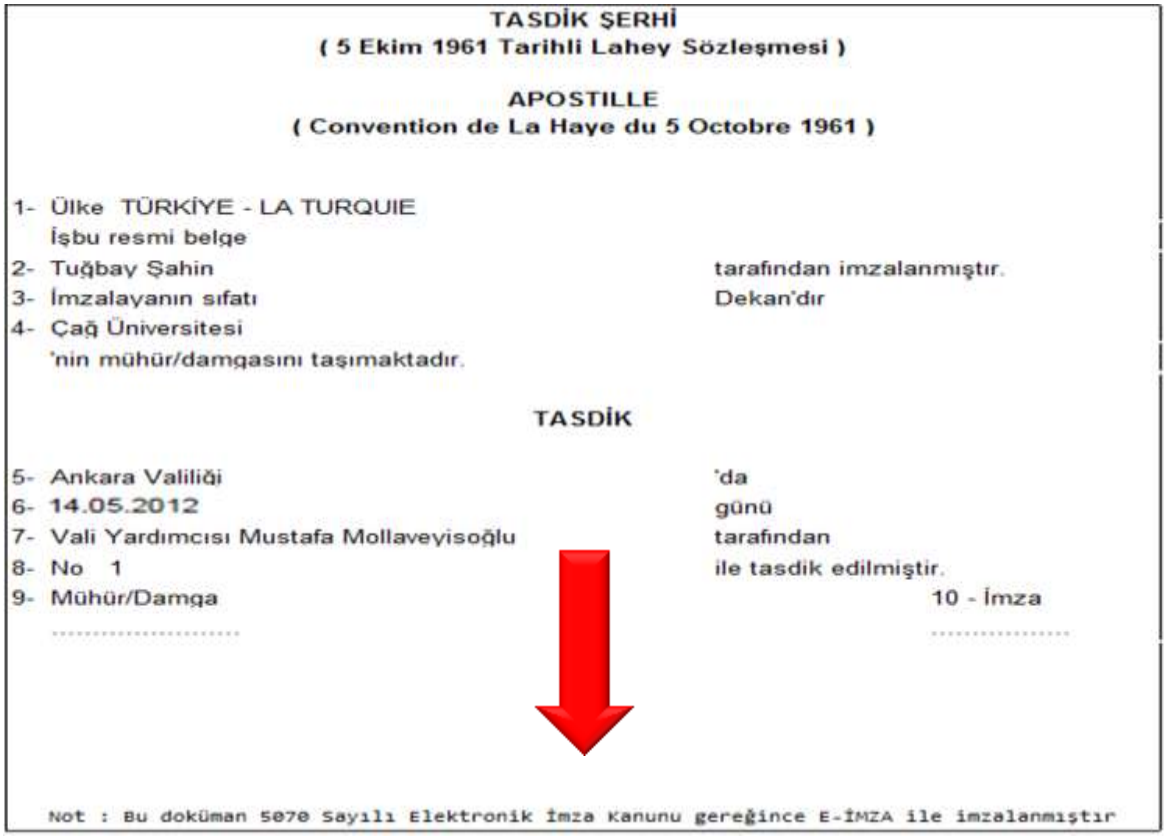
E-Signature Use in Governorate District Governorate Apostille Procedures

- E-signature has been adopted to e-Interior Project Governorate District Governorate apostille module and in the event that validity issue is resolved by contracting States, **Apostille certificate ratified with e-signature** will be put into effect.
- Because the e-signature process has not been fully accepted in the international platform yet, apostille certificates signed with e-signature continue to be signed also originally.



Sample of Apostille Ratification Certificate

Sample of Apostille Ratification Certificate signed with e-Signature



TASDİK ŞERHİ
(5 Ekim 1961 Tarihli Lahey Sözleşmesi)

APOSTILLE
(Convention de La Haye du 5 Octobre 1961)

1- Ülke TÜRKİYE - LA TURQUIE
İşbu resmi belge
2- Tuğbay Şahin tarafından imzalanmıştır.
3- İmzalayanın sıfatı Dekan'dır
4- Çağ Üniversitesi
'nin mühür/damgasını taşımaktadır.

TASDİK

5- Ankara Valiliği 'da
6- 14.05.2012 günü
7- Vali Yardımcısı Mustafa Mollaveyisoğlu tarafından
8- No 1 ile tasdik edilmiştir.
9- Mühür/Damga 10 - İmza
.....

Not : Bu doküman 5070 Sayılı Elektronik İmza Kanunu gereğince E-İMZA ile imzalanmıştır

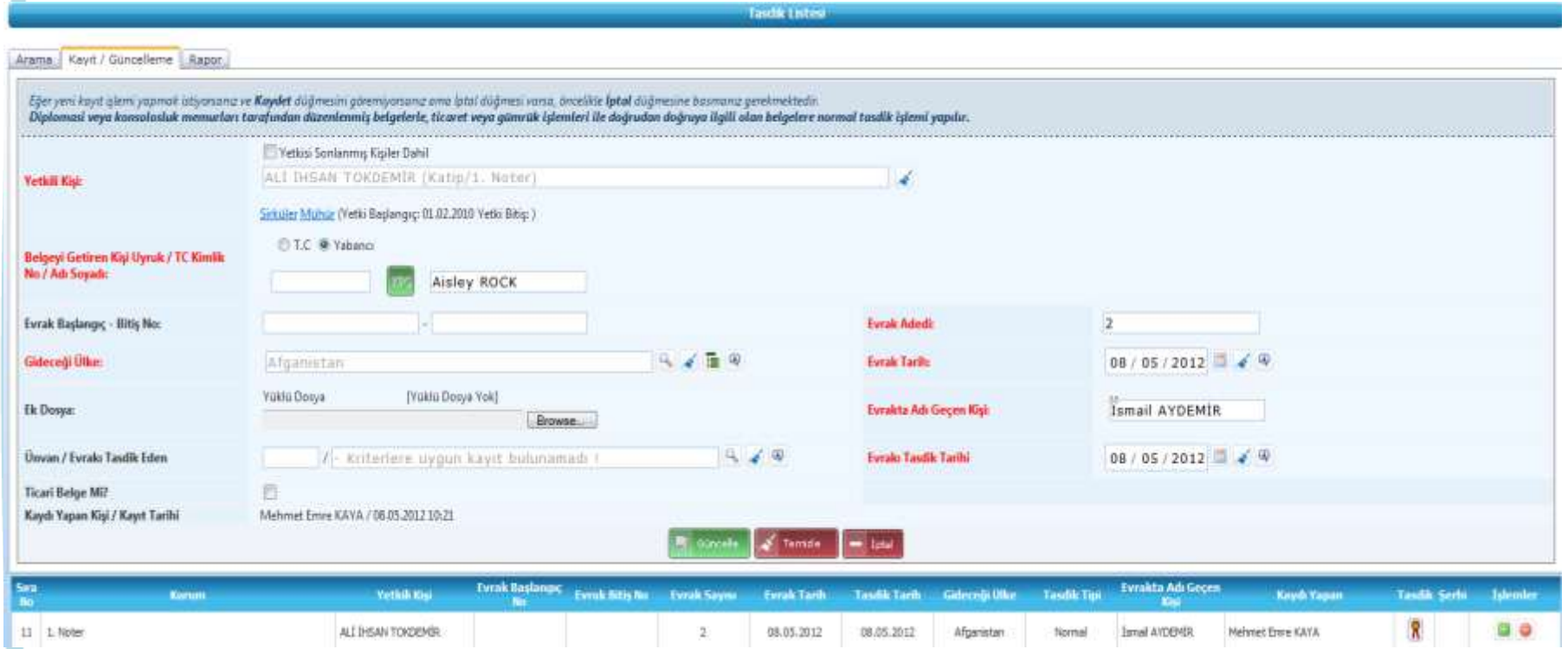
E-INTERIOR PROJECT
GOVERNORATE DISTRICT GOVERNORATE
APOSTILLE MODULE
NORMAL LEGALIZATION REGISTRATION PROCEDURE

Governorate District Governorate Normal Ratification Registry Procedure

In accordance with the Article 1 of the Convention dated 5 October 1961; Apostille shall not be applied,

- to documents executed by diplomatic or consular agents;
- to documents stated as to be used in a non-Contracting State,
- to administrative documents dealing directly with commercial or customs operations.

Normal ratification procedure is applied to these documents.



Sample of Normal Ratification Certificate

Sample of Normal Ratification Certificate legalized with signature

T.C

ANKARA İLİ

HUKUK İŞLERİ ŞUBE MÜDÜRLÜĞÜ

Resmi Mühürün 1. NOTER'ne

İmzanın da ALİ İHSAN TOKDEMİR'a

Ait Olduğu Tasdik Olunur.

İşbu Tasdik Metne Şamil Değildir.

Tasdik No : 11

08.05.2012

APOSTILLE/NORMAL RATIFICATION REPORTINGS ON E-INTERIOR PROJECT APOSTILLE MODULE

Annual Statistical Report on Monthly Basis

2011 Report for Apostille Ratification Processes on Monthly Basis

APOSTİL TASDİK İŞLEMLERİ

2011	İŞLEMSAYISI	TASDİK EDİLEN EVRAK SAYISI
OCAK	466	842
ŞUBAT	413	819
MART	564	936
NİSAN	498	976
MAYIS	565	948
HAZİRAN	612	1213
TEMMUZ	610	1166
AĞUSTOS	713	1575
EYLÜL	580	1127
EKİM	527	1150
KASIM	468	881
ARALIK	498	958
GENEL TOPLAM	6514	12591

2011 Report for Normal Ratification Processes on Monthly Basis

NORMAL TASDİK İŞLEMLERİ

2011	İŞLEM SAYISI	TASDİK EDİLEN EVRAK SAYISI
OCAK	1892	5745
ŞUBAT	1716	9871
MART	2169	11298
NİSAN	2656	14349
MAYIS	2913	7312
HAZİRAN	2783	7311
TEMMUZ	2696	6609
AĞUSTOS	2644	6540
EYLÜL	2575	6746
EKİM	2582	6672
KASIM	2590	6463
ARALIK	3207	8951
GENEL TOPLAM	30423	97867

Annual Statistical Report on Provincial Basis

Province/District Process Counts Report

T.C.

İçişleri Bakanlığı

İller İdaresi Genel Müdürlüğü

İl/İlçe İşlem Sayıları

Tastik Tipi: Apostil Başlangıç Tarihi: 15.03.2011 Bitiş Tarihi: 15.03.2012

İL ADI	İLÇE ADI	EVRAK SAYISI	İŞLEM SAYISI
ANKARA		5072	4389
	AKYURT	93	88
	ALTINDAĞ	1976	1408
	ÇANKAYA	14104	10452
	ÇUBUK	44	29
	ELMADAĞ	33	23
	ETİMESGUT	200	133
	GÖLBAŞI	391	378
	KAZAN	5	4
	KEÇİÖREN	731	644
	KIZILCAHAMAM	1	1
	MAMAK	72	36
	POLATLI	235	164
	PURSAKLAR	3	3
	SİNCAN	721	680
	YENİMAHALLE	1864	1441
Toplam		**25545**	**19873**
Genel Toplam		25545	19873

Annual Statistical Report on Country Basis

Numbers of Apostille ratification process in e-Interior Project are gradually increasing every year.

According to this; while it was **27,878** in the first five months period of 2010 and **54,924** in the first five months period of 2011, it reached **67.784** in the first five months period of 2012.

2010

İL ADI	İLÇE ADI	İŞLEM SAYISI
ADIYAMAN	BESNİ	62
Toplam		62
AFYONKARAHİSAR		9
	BOLVADİN	1
	DİNAR	1
	EMİRDAĞ	23
Toplam		34
AKSARAY		192
Toplam		192
ANKARA		23
	POLATLI	62
Toplam		85
ANTALYA		371
	ALANYA	334
	FİNİKE	2
	KEPEZ	109
	SERİK	15
TUNCELİ		5
Toplam		5
UŞAK	KARAHALLI	1
Toplam		1
VAN	ERCİŞ	1
Toplam		1
YALOVA		47
Toplam		47
Genel Toplam		27878

2011

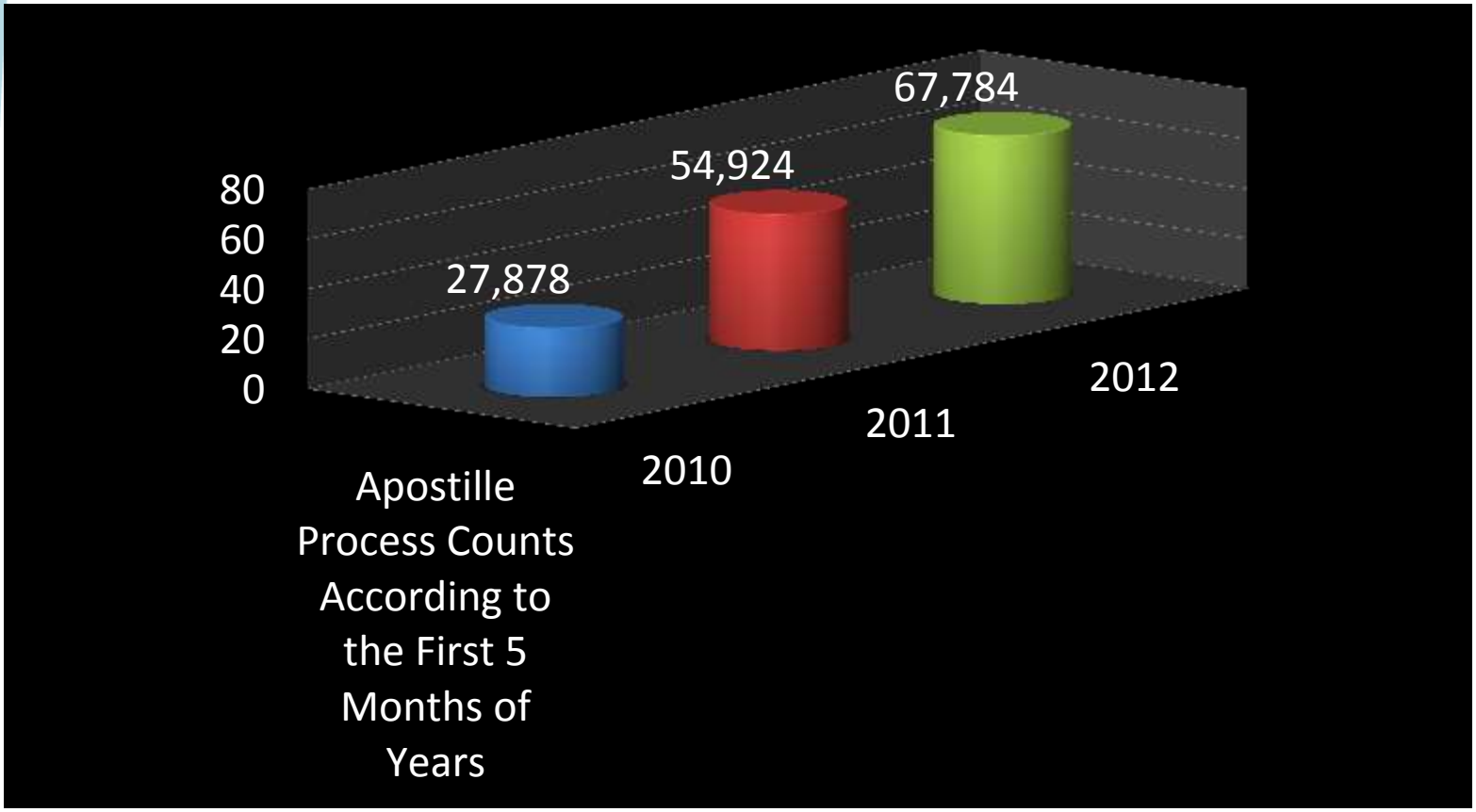
İL ADI	İLÇE ADI	İŞLEM SAYISI
ADIYAMAN	BESNİ	62
Toplam		62
AFYONKARAHİSAR		118
	EMİRDAĞ	157
	SANDIKLI	2
	SİNANPAŞA	2
Toplam		279
AĞRI	DOĞUBAYAZIT	1
Toplam		1
AKSARAY		199
	AĞAÇÖREN	3
	ORTAKÖY	7
Toplam		209
AMASYA		9
	TAŞOVA	3
Toplam		12
YALOVA		90
Toplam		90
YOZGAT	AKDAĞMADENİ	56
Toplam		56
Genel Toplam		54924

2012

İL ADI	İLÇE ADI	İŞLEM SAYISI
ADANA		451
	ÇUKUROVA	98
	İMAMOĞLU	1
Toplam		550
ADIYAMAN		141
	BESNİ	66
	GERGER	1
Toplam		208
AFYONKARAHİSAR		75
	BAŞMAKÇI	2
	BOLVADİN	16
	DAZKIRI	1
	EMİRDAĞ	102
	EVCİLER	1
	HOCALAR	1
	SANDIKLI	17
	SİNANPAŞA	66
	ŞUHUT	2
Toplam		283
İL ADI	İLÇE ADI	İŞLEM SAYISI
YOZGAT	AKDAĞMADENİ	84
	KADIŞEHRİ	2
Toplam		86
ZONGULDAK		114
	ÇAYCUMA	1
	EREĞLİ	1
Toplam		116
Genel Toplam		67784

Apostille Process Distribution on the Country Basis According to Years

- From 2010 to 2011, an increase in the rate of 60% in Apostille Process Counts was observed.
- From the first 5 months of 2010 to the first 5 months of 2011, an increase in the rate of 97% ;
- From the first 5 months of 2011 to the first 5 months of 2012, an increase in the rate of 23% was observed.



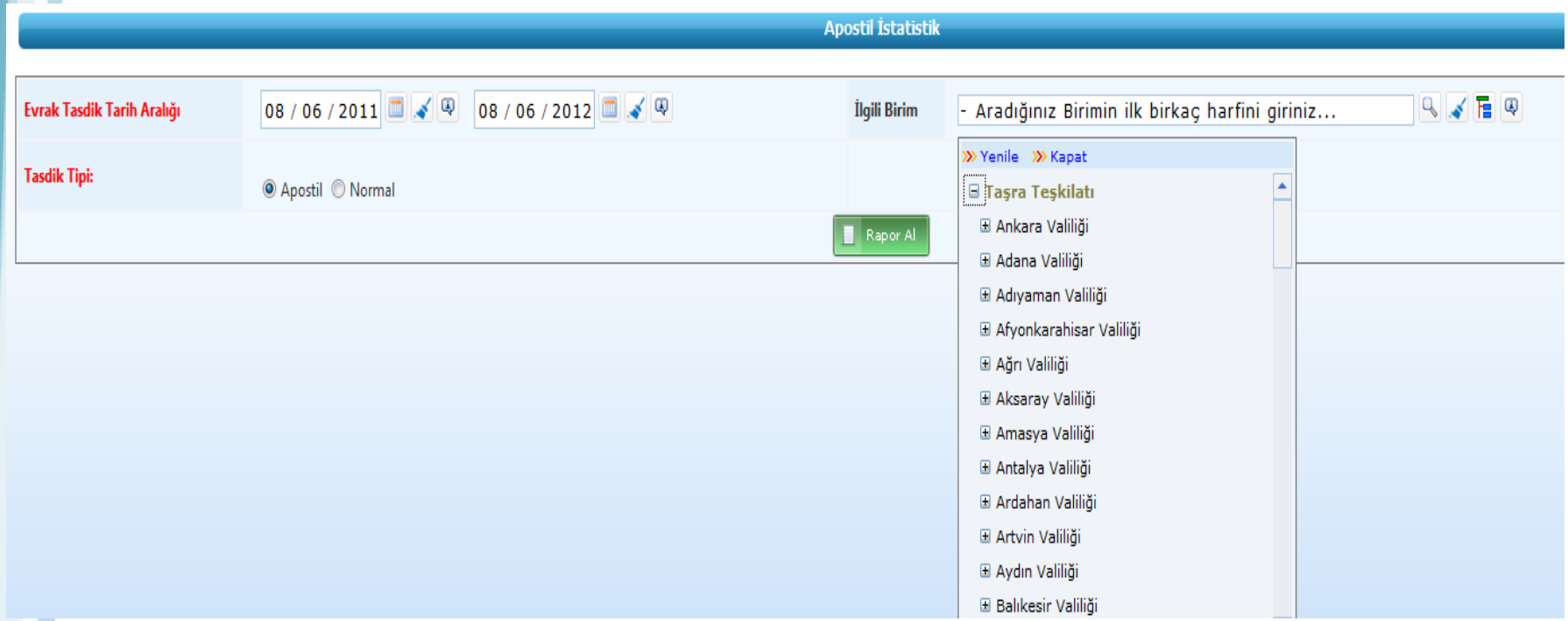
E-INTERIOR PROJECT APOSTILLE MODULE PERSON LIST QUERY/REPORTING by GENERAL DIRECTORATE of PROVINCIAL ADMINISTRATION

Functions of General Directorate of Provincial Administration Data Collection Branch Office Apostille Module

- General Directorate of Provincial Administration can compare and control the signatory circulars of Governor, Deputy Governor, Director of Legal Affairs in **Governorates** that are competent to give the certificate for the qualified documents to be used abroad and;
- Signatory circular of District Governor, Head of Registrar Section and Chief of Legal Affairs **in District Governorates**; their authorization start and authorization expiration dates.

Functions of General Directorate of Provincial Administration Data Collection Branch Office Apostille Module

- Apostille/Normal certificates registered in the system throughout Turkey can be reported according to the basis of date or province or all registered certificates all over the country without any criteria by General Directorate of Provincial Administrations.



E-INTERIOR PROJECT APOSTILLE MODULE PUT INTO SERVICE FOR MINISTRY OF FOREIGN AFFAIRS

E-Interior Apostille Module Put Into Service of Ministry of Foreign Affairs

- Signature and seal legalization of Turkish authorities and foreign missions resident in Turkey are issued by Ministry of Foreign Affairs so that they can be used legally in Turkey or other countries.
- Related signatory circular and seal samples used to be sent in paper format.
- Ministry of Foreign Affairs has been provided with the current version of signatory circular and seal samples in electronic environment which were in the Governorate District Governorate Apostille Module through the developed Web Service.
- In this way, signatory circular and seal samples can be displayed by Ministry of Foreign Affairs in electronical environment and be compared.

Advantages of Apostille Module

- ✓ It is ensured in electronic environment that a document authorized in Turkey with Apostille or Normal Certification can be used in another country legally.
- ✓ **The procedures of the citizens who wish to have apostille procedure can be concluded in a fast and secure way since the authorized person signatory circular is kept in the system.**
- ✓ Source and time saving can be ensured and security is increased with the e-signature use in the ratification of “Apostille Certification”.
- ✓ **Bureaucracy between the states can be reduced.**
- ✓ Electronic reporting procedures and overall queries can be performed.
- ✓ **Abolishment of conventional paper processes and the costs derived from them can be provided.**
- ✓ Transparency in the processes can be assured.

Developments and Suggestions in Apostille Module

- ✓ After the presentation in Ankara' in March, 2012; e-signature effectivenes has been provided to Apostille or Normal Rafitication procedures.
- ✓ **The current structure has been brought into service of Ministry of Foreign Affairs thus providing support for extension of services.**
- ✓ Similar services as of Ministry of Foreign Affairs can be established with other partners.
- ✓ **In the concept of Citizen-Oriented Services, during the process beginning from the application, access can be provided through both e-Government Gateway and the webpage of Ministry of Interior in order to ensure the validation and delivery of the citizen's document.**
- ✓ Mobile signature (m-signature) integration with the system has reached the final stage.
- ✓ **We would like to express that we are open to all kinds of cooperation with partners for making the process a role model and that software development studies are still being conducted in the scope of Ministry.**
- ✓ Studies for international integration of mentioned structure can be completed as soon as possible.

İlhan URAN
Head of Department of Information Technologies

MINISTRY of INTERIOR