

Step-by-Step Instructions to Issue an e-Apostille as Suggested Under the e-APP

In this instructional document, Adobe Professional 8.0 is used to demonstrate the process of issuing an e-Apostille as suggested under the e-APP.

How to Issue an e-Apostille

1. The process of issuing an e-Apostille begins when a person requesting an Apostille presents the public document to the relevant Competent Authority. In the following example, a Notary Public certifies the signatures appearing on a financial statement made in relation with a cross-border adoption procedure. The first picture below illustrates the financial statement; the second picture represents the public document to be apostilled, i.e., the notarial authentication of the signatures.

Adoption Financial Statement

Applicants' full names: Robert and Roberta Jones

	This Year		Last Year	
	Wife	Husband	Wife	Husband
Annual Income	\$ 50,000	\$ 80,000	\$ 47,000	\$ 75,000
Other Annual Income	\$ 1,000	\$ 0	\$ 2,000	\$ 0

Life Insurance: Robert -- \$500,000; Roberta -- \$250,000

ASSETS

Personal property: Automobiles -- \$30,000, Personal effects -- \$75,000

Real estate: Residence: \$450,000 Other: None

Savings account(s): Robert -- \$12,000; Roberta -- \$5,000

Checking account(s): \$3,000

Other investments: 401 (k): \$100,000

TOTAL ASSETS (not including income and insurance): \$572,000

LIABILITIES:	Monthly Payment	Total Owed
Credit cards:	\$ 150.00	\$ 4,000
Bank loans:	\$ 450.00	\$ 20,000
Home mortgage:	\$ 1,500.00	\$ 200,000
TOTAL LIABILITIES:	\$2,100.00	\$224,000

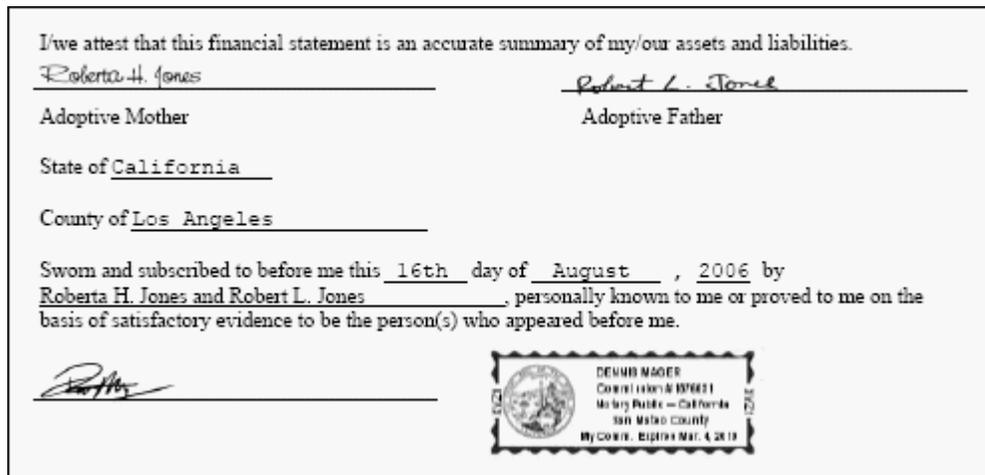
NET WORTH (assets minus liabilities): \$348,000

I/we attest that this financial statement is an accurate summary of my/our assets and liabilities.

Roberta H. Jones Robert L. Jones

Adoptive Mother Adoptive Father

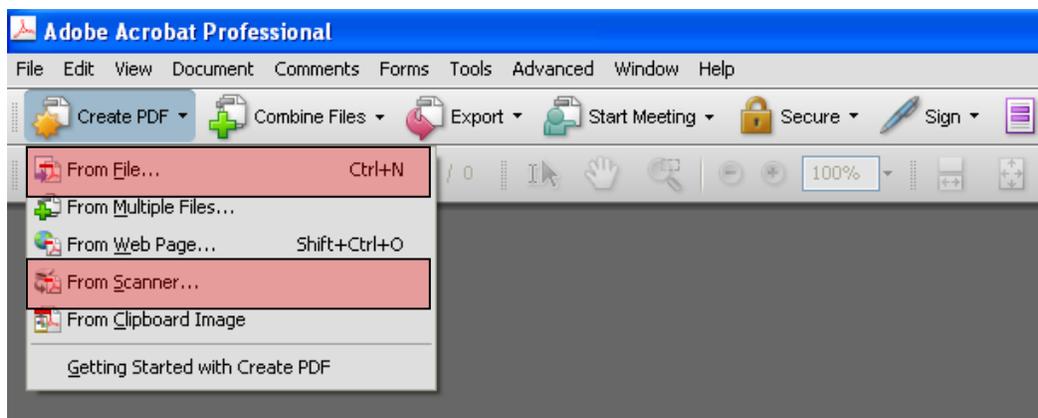
- The picture below illustrates the signatures on the document and notarial authentication completed by the Notary Public.



- If the public document to be apostilled (i.e., in this example the notarial authentication) has been issued in paper form or in an electronic form other than PDF, the paper or electronic document must be converted into a PDF file.

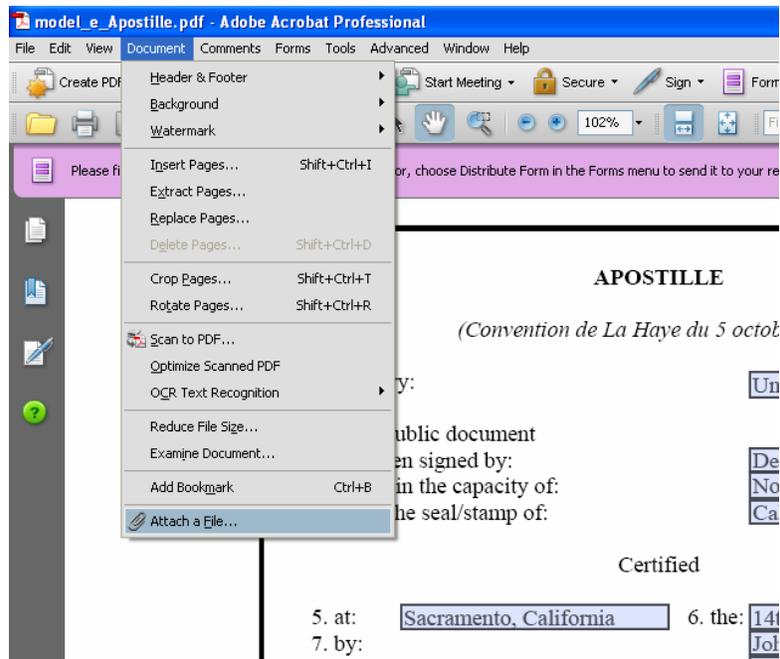
Within Adobe Acrobat Standard or Professional there are two possible methods for creating a PDF file from a paper document:

- If the paper public document has not yet been scanned into an electronic format, the Create PDF > From Scanner option will enable the document to be scanned and created as a PDF file.
- If the paper public document has been issued or converted into an electronic file format other than PDF, the Create PDF > From File option will convert the existing electronic file into a PDF document.

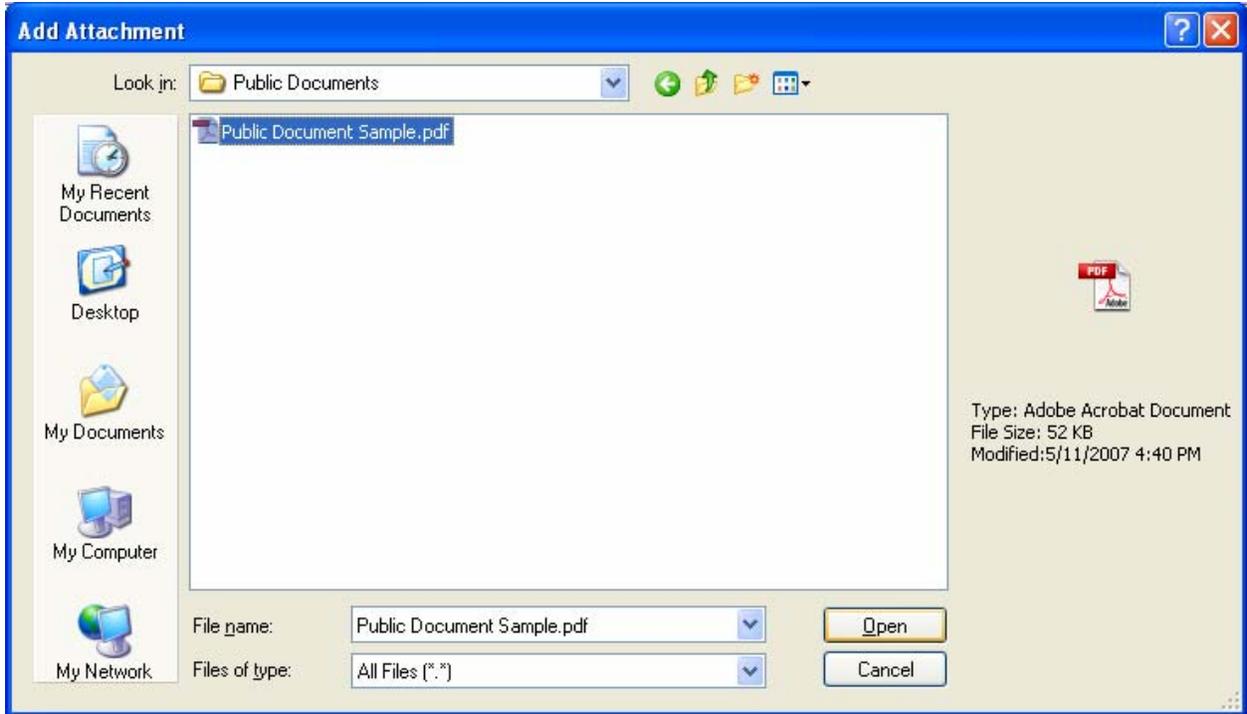


4. Download the free e-APP e-Apostille PDF template and save the template to your hard drive or a network drive. The template may be reused as often as is necessary.
 - Please note that you can download the e-APP e-Apostille PDF template for free at any time from the following URL:
http://www.e-apostille.net/documents/model_e_apostille.pdf
 - The free e-Apostille PDF template contains form fields and a pre-existing signature field that allow a Competent Authority to type the appropriate information directly into the PDF e-Apostille template and digitally sign it.
 - Competent Authorities familiar with creating forms in PDF may choose to create their own e-Apostille PDF template.

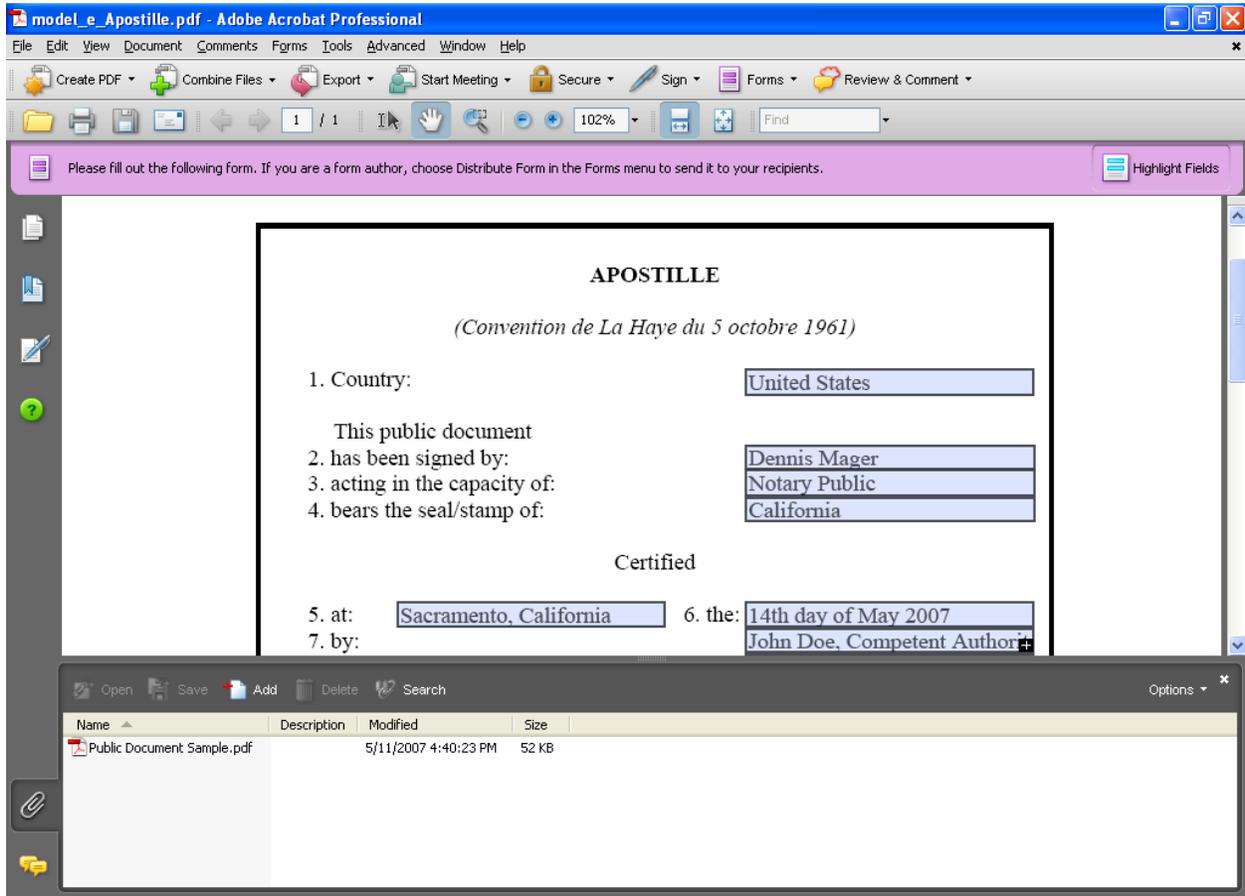
5. The next step is to attach the public document to the e-Apostille PDF file.
 - With the public document closed and the e-Apostille PDF file open, select Attach a File from the Document menu.



6. Select the public document PDF file to attach to the e-Apostille PDF file.
 - Click the Open button.



7. The public document PDF file will appear as an attachment to the PDF e-Apostille in the Attachments pane at the bottom of the Adobe window.



8. The final step in the process of completing an e-Apostille is for the Competent Authority to digitally sign the PDF document with the Competent Authority's digital signature.

- A digital certificate can be acquired from either a commercial Certificate Authority or an appropriate government-run Certificate Authority. For example, commercial Certificate Authorities such as VeriSign or Thawte will offer digital certificates for a specific fee. A governmental Certificate Authority, such as the Autoridad Certificadora de la Asociacion Nacional del Notariado Mexicano, A.C., on the other hand, may offer digital certificates to public officials for the performance of their governmental duties.
- A competent authority would need to inquire with their IT department or division to determine how to acquire a digital certificate in a particular jurisdiction or within a particular government agency.
- Under the e-APP, it is strongly recommended that a certificate only be issued to a Competent Authority upon personal appearance of an authorized

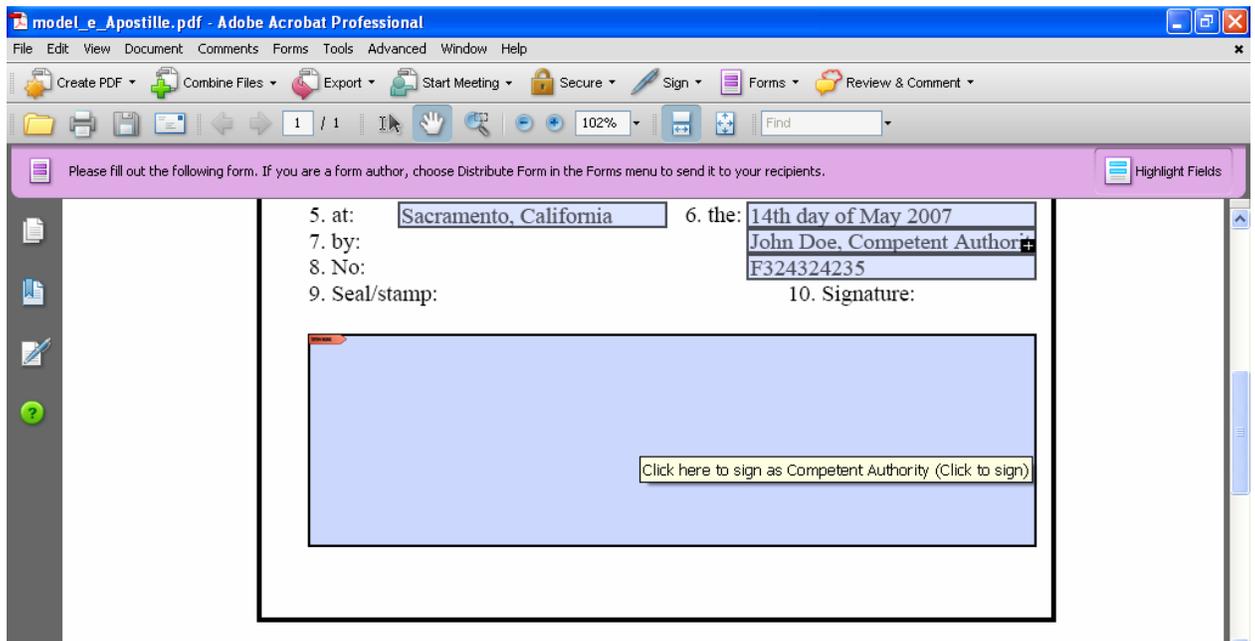
representative before a registered agent of the Certificate Authority to present appropriate identification documents.

9. Once you have acquired a digital certificate, you are ready to digitally sign the e-Apostille Certificate by following these steps:

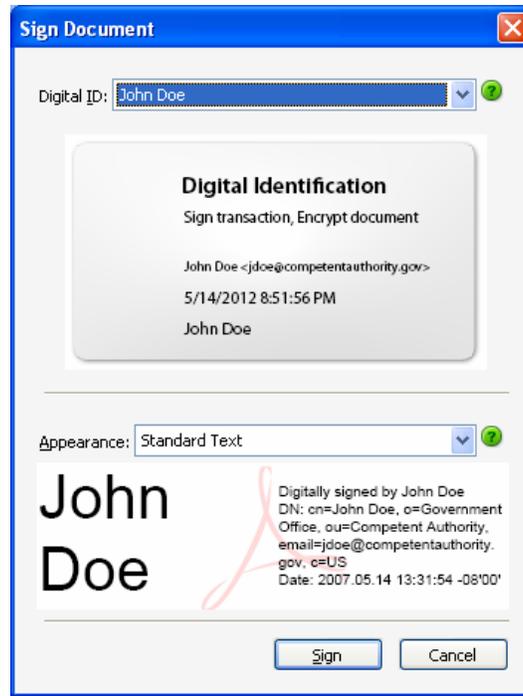
- Click the Hand Tool icon on the left side of the Adobe Acrobat toolbar.



- Click the blank signature field to sign the e-Apostille.



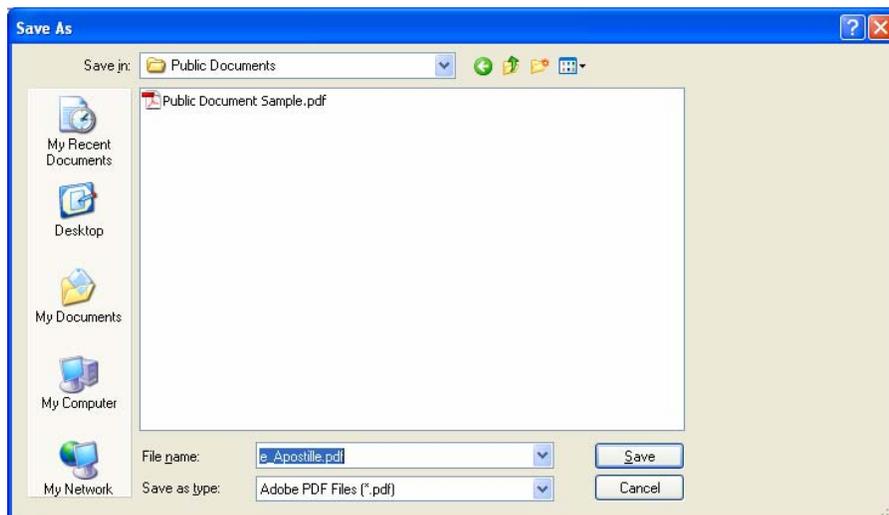
- The Sign Document dialog box will appear. Select the appropriate Digital ID from the Digital ID drop-down list. In this document, the fictitious Competent Authority is from a state government in the United States.



- Click the Sign button.

10. The Save As dialog box will appear.

- Select the location and file name to save the document, and then click the Save button to continue.



11. The digital signature of the Competent Authority on the e-Apostille will look similar to the following example.

