

HOW TO OBTAIN A POWER OF ATTORNEY (POA) FOR USE IN TURKIYE

For English speaking, non-Turkish citizens, there are two options to obtain a POA for use in Türkiye.

1. Having POA Notarized by Local US Authorities (No Application at the Consulate):

In accordance with the Hague Convention, documents obtaining Apostille are not required to get the Consulate's legalization. You can send your POA to Türkiye directly after getting an Apostille.

- I. Draft your power of attorney's content in English in alignment with the Turkish laws and regulations.
- II. Affix a passport size photo on top of the left-hand side of the page.
- III. Add a copy of the first page of your valid passport as an attachment.
- IV. Go to any **notary public** (in NY, NJ, PA, or DE).
 - Sign your document in front of the Notary Public.
 - Have your signature notarized.
 - Have your photo and copy of the passport notarized.
- V. Have that Notary Public authenticated by the **County Clerk**.
- VI. After, you must get an "**Apostille**" from the relevant State's Department of State.
- VII. **Your power of attorney must be translated to Turkish and be presented along with the original POA in English that has the Apostille.** If you have it translated in the U.S., the translation has to have an Apostille, too. However, if you will have it translated in Türkiye by a sworn translator (*yeminli tercüman*), having the translation notarized by a Turkish notary in Türkiye will be valid along with the original POA that has Apostille.

To get Apostille please check the following links:

New York	New Jersey
https://dos.ny.gov/apostille-or-certificate-authentication	https://www.nj.gov/treasury/revenue/apostilles.shtml
Pennsylvania	Delaware
https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx	https://notary.delaware.gov/apostilles-authentications/

2. HAVING POA NOTARIZED BY THE Turkish Consulate General in New York:

- I. Get an appointment with our translators. (contact information stated below)
- II. Bring a valid passport
- III. Bring 2 identical photos
- IV. POA form, filled with your and proxy's information (attached at the end of this document).
If the proxy is a real person, name, surname and Turkish ID number of the proxy,
If the proxy is a legal entity, full name and tax registration number of the entity,
If the proxy is a foreigner, passport and ID information,
If the proxy is an attorney, name of the bar, Turkish ID number and the address is needed.
- V. If you have a draft POA in Turkish, please send it to consulate.newyork@mfa.gov.tr.

It is important to remember that foreigners can only grant POA on subjects of property purchase/sale and attorney/divorce at the Turkish Consulate General. Non-Turkish legal entities cannot acquire a POA at the Turkish Consulate General.

Fee:

Power of attorney fees vary depending on the subject and the number of pages.

Passport translation: \$11.46

Power of Attorney: \$40.44 (+ \$14.00 is charged for each additional page)

Cash and credit card payments are acceptable. However, your debit/credit card must be authorized for international transactions as your payment will be charged from Türkiye.

Translators:

- Aslı Cavlak - +1917-201-8996 – info@asltranslation.com
- Seyhan Sırtalan - +1-646-644-0390 – seyhan@sirtalan.com

PRINCIPAL'S					
Name / Surname					
Mother's Full Name			Father's Full Name		
USA Adress			City / State / ZipCode		
USA Phone Number +1 ()					
E-mail					
PROXY'S					
Name / Surname			Turkish ID Number and Date of Birth		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
ATTORNEY/DIVORCE POA					
Bar			Bar Registration Number		
Adress					
<u>SUBJECT OF POA</u>					
<input type="checkbox"/> PROPERTY PURCHASE <input type="checkbox"/> PROPERTY SELL <input type="checkbox"/> ATTORNEY/DIVORCE					
<input type="checkbox"/> OTHER.....					
EXP. TIME OF POA DD/MM/YYYY			AUTHORIZATION FOR CERTIFIED COPY		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
LAND REGISTRY INFORMATION					
City		Block		Building Number	
District		Plot		Floor	
Quarter/ Village		Layout		Apartment Number	
DATE: DD/MM/YYYY			SIGNATURE:		