

## 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
<a href="https://dos.ny.gov/apostille-or-certificate-authentication">https://dos.ny.gov/apostille-or-certificate-authentication</a>	<a href="https://www.nj.gov/treasury/revenue/apostilles.shtml">https://www.nj.gov/treasury/revenue/apostilles.shtml</a>
Pennsylvania	Delaware
<a href="https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx">https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx</a>	<a href="https://notary.delaware.gov/apostilles-authentications/">https://notary.delaware.gov/apostilles-authentications/</a>

**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](mailto: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](mailto:info@asltranslation.com)
- Seyhan Sirtalan - +1-646-644-0390 – [seyhan@sirtalan.com](mailto: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****SUBJECT OF POA** **PROPERTY PURCHASE** **PROPERTY SELL** **ATTORNEY/DIVORCE** **OTHER.....****EXP. TIME OF POA DD/MM/YYYY****AUTHORIZATION FOR CERTIFIED COPY****YES** **NO** **LAND REGISTRY INFORMATION**

<b>City</b>		<b>Block</b>		<b>Building Number</b>	
<b>District</b>		<b>Plot</b>		<b>Floor</b>	
<b>Quarter/ Village</b>		<b>Layout</b>		<b>Apartment Number</b>	

**DATE: DD/MM/YYYY****SIGNATURE:**