

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

For foreigners there are two options on obtaining POA for use in Türkiye.

1. Obtain a POA at a local US notary public. Please follow the steps below:

- I. Draft your power of attorney in English and Turkish
- 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** (NY, NJ, PA, DE).
 - Sign your document in front of the Notary Public.
 - Have your signature notarized.
 - Have your photo and copy of the passport notarized.
- V. After you complete the notarizations, have that Notary Public authenticated by the **County Clerk**.
- VI. After, you must get an “**Apostille**” from the **State’s Department of State**.
- VII. **Your power of attorney needs to be translated in Turkish and be presented along with the original POA that has the *Apostille*. If you have it translated in the U.S., the translation has to have an *Apostille*, too. However, if you have it translated in Türkiye by a sworn translator (*yeminli tercüman*), having the translation notarized by a Turkish notary will be valid along with the original POA that has *Apostille*.**

!!! 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*.

!!! To get Apostille please submit your documents to one of the following locations:	
NEW YORK Location for Mailed Requests: (No same day service at this location. Division of Licensing Services Apostille and Authentication) (Contact: +1518) 474-4429) Unit P.O. Box 22001 Albany, NY 12201-2001 https://dos.ny.gov/system/files/documents/2022/07/1917-f.pdf Location for In-Person Deliveries ONLY: No cash or credit cards accepted at this location. Check or money order required. Division of Licensing Services 123 William Street, 2nd Floor New York, NY 10038	PENNSYLVANIA Mail or In-Person requests: Pennsylvania Department of State Bureau of Commissions, Elections and Legislation Room 210 North Office Building Harrisburg, PA 17120-0029 For more info: Tel: +1 717) 787-5280, Email: RA-CERTIFICATIONS@pa.gov
DELAWARE Mail or In-Person requests: Division of Corporations, Delaware Secretary of State, John G. Townsend Bldg. 401 Federal Street, – Suite 4 Dover, DE 19901 For more info: By Phone: +1 302 739-4111 and press 3 Email: notary@delaware.gov	NEW JERSEY Courier Service State of New Jersey, Division of Revenue 33 West State Street, 5th Floor, Trenton, NJ 08608 Attn: Notary Unit Location for In-Person State of New Jersey, Division of Revenue 33 West State Street, 5th Floor, Trenton, NJ 08608

2. Obtain a POA at the Turkish Consulate General in New York. Please follow the steps below:

- I. Make an appointment with our translators. (information 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 Proxy is a real person; name, surname and Turkish I.D number of Proxy, If Proxy is a legal entity; full name of the entity and tax registration number, If Proxy is a foreigner; Passport and I.D. information, If Proxy is an attorney, name of the bar, Turkish I.D number and address is needed.
- V. If you have a draft POA, please send it to consulate.newyork@mfa.gov.tr

Please keep in mind that at the Turkish Consulate General, foreigners can only grant POA on subjects of property purchase/sale and attorney/divorce. Non-Turkish legal entities cannot acquire a POA at the Turkish Consulate General.

Fee

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

Passport translation: \$10,54

Power of Attorney: \$38.88 (+ \$12.00 is charged for each additional page)

Cash and credit card payments are acceptable. However, your card must be open to international transactions as your payment will be charged from Türkiye.

Translators:

- I. Murat Saymaz

Phone: +16105709885

Email: info@globalcertifiedtranslations.com

- II. Ashl Cavlak

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PRINCIPALS'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 / Tax ID Number	
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 REGISTER INFORMATION		
City	Plot	Building Number
District	Block	Floor
Quarter/ Village	Layout	Apartment Number
DATE: DD/MM/YYYY		SIGNATURE: