

**AUTHENTICATION OF US DOCUMENTS**

Only documents (**The Exporter Registry Form, Certificate of Origin or invoice**) authenticated by official authorities in the States of New York, New Jersey, Pennsylvania and Delaware can be legalized at Turkish Consulate General in New York.

**Requirements:**

The Exporter Registry Form needs to be filled, signed and stamped by an authorized person. For further information on Exporter Registry Form you may use the web link:

[http://ithalat.ebirlik.org/impws/Exporter\\_Registry\\_Form\\_Guide\\_Book.pdf](http://ithalat.ebirlik.org/impws/Exporter_Registry_Form_Guide_Book.pdf)

There are two alternatives for official approval of the Form:

**Alternative 1:**

- I. Document must be notarized
- II. Notarized document must be authenticated by the **county clerk**  
OR the documents must be stamped and signed by exporter's local **chamber of commerce** along with copies of each page
- III. The local Chamber of Commerce/ County Clerk approved documents and their copies need to be brought to Turkish Consulate in NY in person or via mail.

**Alternative 2:**

An Apostille can be obtained to the required documents. The Apostille can be obtained by the exporter's Department of the Secretary of State. (only New York, New Jersey, Delaware and Pennsylvania)

If your documents have been authenticated with "APOSTILLE" by the State Department, the **Consulate's legalization is NOT required**. Apostille process is **strongly recommended**; thus, you may send your documents directly to your importer in Turkey.

To get "APOSTILLE" please submit your documents to one of the following locations:

|  |   |
|--|---|
| <b>NEW YORK</b><br><b>Location for Mailed Requests:</b><br>(No same day service at this location. Division of Licensing Services Apostille and Authentication) (Contact: +1518) 474-4429)<br>Unit P.O. Box 22001 Albany, NY 12201-2001<br><a href="https://dos.ny.gov/system/files/documents/2022/07/1917-f.pdf">https://dos.ny.gov/system/files/documents/2022/07/1917-f.pdf</a><br><b>Location for In-Person Deliveries ONLY:</b><br>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 | <b>PENNSYLVANIA</b><br><b>Mail or In-Person requests:</b><br>Pennsylvania Department of State<br>Bureau of Commissions, Elections and Legislation<br>Room 210 North Office Building<br>Harrisburg, PA 17120-0029<br><br>For more info:<br>Tel: +1 717) 787-5280,<br>Email: <a href="mailto:RA-CERTIFICATIONS@pa.gov">RA-CERTIFICATIONS@pa.gov</a> |
|--|---|

|   |   |
|---|---|
| <b>DELAWARE</b><br><b>Mail or In-Person requests:</b><br>Division of Corporations, Delaware Secretary of State, John G. Townsend Bldg.<br>401 Federal Street, – Suite 4<br>Dover, DE 19901<br>For more info: By Phone: +1 302 739-4111 and press 3<br><b>Email:</b><br><a href="mailto:notary@delaware.gov">notary@delaware.gov</a> | <b>NEW JERSEY</b><br><b>Courier Service</b><br>State of New Jersey, Division of Revenue<br>33 West State Street, 5th Floor, Trenton, NJ<br>08608<br>Attn: Notary Unit<br><b>Location for In-Person</b><br>State of New Jersey, Division of Revenue<br>33 West State Street, 5th Floor, Trenton, NJ<br>08608 |
|---|---|

**Fee**

- a. For documents including the value of the items to be exported to Turkey such as “Invoice”, “Export Declaration”, and “Certificate of Origin”; the fee is 0.227 % of the total amount of Invoice (in US Dollars currency). The MINIMUM FEE is 18,93 US Dollars.
- b. For all other documents such as Exporter Registry Form our fee is 18,93 US Dollars **per document**.

Accepted only in cash or money order payable to the Turkish Consulate General in NY. Personal or company checks are not accepted.

**Application method:**

The applicants must make an appointment at <https://www.konsolosluk.gov.tr> using their 11-digit Turkish ID number.

If the applicant is not a Turkish citizen, it is advised to get an appointment by sending an e-mail to [consulate.newyork@mfa.gov.tr](mailto:consulate.newyork@mfa.gov.tr)

For applications via mail, a paid return envelope must be enclosed in the application package.

**Important Note:**

For documents pertaining shipment from Turkey; please contact our Office of the Commercial Attaché at (212) 687-1530 or email to [newyork@trade.gov.tr](mailto:newyork@trade.gov.tr).