

LEGALIZATION OF THE US DOCUMENTS

Requirements:

- Only documents (**The Exporter Registry Form, Export Declaration, Certificate of Origin or Invoice**) bearing stamps of the official authorities in the States of New York, New Jersey, Pennsylvania or Delaware can be legalized at Turkish Consulate General in New York.
- All signatures and stamps/seals must be original and ink printed on the document. Copies are not accepted.
- The Exporter Registry Form needs to be filled, hand-signed and stamped by the company's authorized person in permanent ink.
"Countries, products are exported to" section has to include "Turkiye".
For further information on Exporter Registry Form you may use the web link: <https://ithalat.ebirlik.org/impws/Exporter Registry Form Guide Book.pdf>

There are two ways to have the abovementioned documents legalized:

#1) Legalization at the Consulate after getting U.S. notarizations:

- I. Document must be notarized by the U.S. local **Notary Public**.
- II. Notarized document must be authenticated by the **County Clerk**.
Or the documents must be stamped and signed by the exporter's local **Chamber of Commerce** along with the copies of each page.
- III. Approved original documents and their copies need to be brought/mailed to the Turkish Consulate in New York.

#2) Instead of the Consulate's legalization, an Apostille can be obtained on the documents:

Documents bearing "Apostille" by the Department of State are exempt from the Consulate's legalization according to the Hague Convention. It is strongly recommended to obtain Apostille in order to send your documents directly to your importer in Türkiye without applying to the Consulate.

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/apostille-s-authentications/>

Fee:

- a. For documents including the value of the items to be exported to Türkiye such as “Invoice”, “Export Declaration”, and “Certificate of Origin”, the fee is 0.227 % of the total value (in US Dollars currency). The MINIMUM FEE is 18.70 US Dollars.
- b. For all other documents such as Exporter Registry Form our fee is 18.70 US Dollars **per document.**

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

Application Method:

Turkish applicants must get 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.

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

Important Note:

For documents pertaining shipment from Türkiye, please contact our Office of the Commercial Attaché at (212) 687-1530 or email to newyork@trade.gov.tr.