



Passport and Corporate Services Office
Grand Cayman KY1-9000 Cayman Islands
T. (345) 943-7678
F. (345) 945-4355

Januray 6, 2010

Dear Private Company or Individual:

The following Guidelines are to assist with the process of legalising a public document and to avoid any delays in the turn-around time of the document(s).

Please ensure that:

- a) The document or documents are enclosed in an envelope which should clearly reflect the company's name or the name of the individual who has requested the service and contact number. The envelope must be properly addressed, as follows: Passport and Corporate Services Office, 2nd Floor Sussex House Building, George Town, Grand Cayman. It is important for the envelope/label to clearly state: RE: Legalisation of Documents.
- b) Attached to the documents must be clear instructions [preferably typed] specifying if the document needs to be affixed with the Hague Apostille or authenticated - please use Company or individual letterhead. **Handwritten instructions on a complimentary card or post-it note stating "Please legalise" is NOT ACCEPTABLE.**
- c) Prior to submitting the documents please check that the signatory is in order ensuring that the affixing of the seal/ stamp is as close as possible to the signature and that the authorised signatory is current. Sufficient space must be allowed in close proximity to the signature for the Apostille stamp to be affixed, as the stamp must be affixed on the page of the same document with signature which is being legalised.
- d) If several documents are sent to be legalised, arrangements must be made to clearly mark the documents by using post-it notes or post-it flags to identify the specific document which requires legalisation.
- e) In the case of the documents requiring authentication, the standard wording must be typed on the document. [Refer to information on *standard wording* below].

SUBMISSION & COLLECTION

All the documents must be hand-delivered to the Customer Service Representative in the Passport and Corporate Services Office, 2nd Floor Sussex House Building between 9:00am and 3:00pm Monday to Friday. Documents must NOT be mailed.

Once all is in order, the document(s) can be collected the following day between 1:00 pm and 3:00pm from the Customer Service Representative at the Information Desk of the Passport and Corporate Services Office, 2nd Floor Sussex House. If you are requesting the express service then the documents can be collected the same day.

Please note that on rare occasions when a large batch of documents [i.e.: ranging from 50-100] a separate collection time may be arranged. We do however anticipate that this will not happen often.

OTHER POINTERS

a) SPECIMEN OF THE SIGNATURE:

Ensure that the original signature of the Notary Public or an authorised signatory matches the specimen which has been provided to the Passport and Corporate Services Office. Often a person will change his/her signature and not realise that if the new signature does not match the specimen on our file, we will have to reject it.

If a Notary Public changes his/her signature from what our original specimen reflects, and wishes to continue using the new signature, he/she should visit the Courts Office to produce a new specimen signature card which will then be forwarded to the Passport and Corporate Services Office.

b) FEE SCHEDULE:

Ensure that the correct fee accompanies the document or documents. We stress that fees should preferably be paid by cheque or draft payable to the Cayman Islands Government.

- 1. Affixing the Apostille: KYD\$150.00**
Express Service KYD\$200.00
- 2. Authenticating a document: KYD\$75.00**
Express Service KYD\$100.00

**USD is to be converted as follows: USD Cash: 0.80 USD Cheque: 0.82*

c) STANDARD WORDING FOR AUTHENTICATION OF A DOCUMENT:

<p>This is to certify that John Doe is a Notary Public in and for the Cayman Islands and that I am well-acquainted with the signature which is affixed hereto.</p> <p>-----</p> <p>for Governor, Cayman Islands Dated this _____ day of _____ 200__.</p>
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While there are variances of the standing wording, the above is the most used because of its conciseness. If the document has been signed by another signatory – i.e.: an officer from the General Registry Department, then the wording must be tailored to reflect this.

It is also important to confirm the countries that are parties to the Hague Convention of 1961, this will determine whether an Apostille will need to be affixed to your document or if it will require authentication. For more information please refer to the Legalisation Office of the Foreign & Commonwealth Office in London.

We hope that these Guidelines will be referred to as often as necessary to assist all concerned. If further information is needed on the process of legalisation of public documents, please call 244-2035 or 244-3616.

Yours sincerely,

Janice McLean [signed]
Head of Passport and Corporate Services