



international relations
& cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

VERIFIED AGENT

DIRCO APOSTIL OR AUTHENTICATION APPLICATION PACK

Professional Client Application



PRIVATE DOCUMENT FACILITATION SERVICE

We assist with the preparation, submission, collection and courier of official South African documents.

WE ARE NOT AFFILIATED WITH:



Department of Home Affairs



DIRCO



South African Government



PROFESSIONAL SUPPORT

Expert assistance
throughout the
entire process



SAFE & CONFIDENTIAL

Your information
is handled with
the utmost care



EFFICIENT SERVICE

Fast, reliable and
transparent
processing



NATIONWIDE & INTERNATIONAL

Courier delivery
to your door,
anywhere in the
world



DEDICATED SUPPORT

We are here to
help whenever
you need us

PRICE DIRCO APOSTILLE / AUTHENTICATION

All Prices in ZAR

TURNAROUND TIME	PRICE
7 - 15 Workdays	R1500.00 Per Certificate

We submit each Wednesday and collect the next Wednesday.



PLEASE NOTE:

Pricing is subject to change without prior notice. Turnaround times are subject to DIRCO processing times and public holidays.



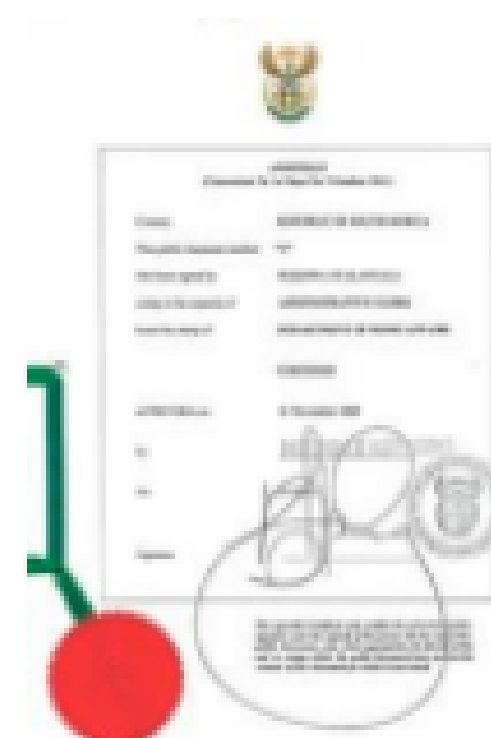


DIRCO Apostille / Authentication Application Form

Please Note: SP Document Trade (Pty) Ltd is a private facilitation company. We are not a government department, High Court issuing body, DIRCO office, foreign embassy or consulate, and we are not affiliated with DIRCO, any foreign embassy or the South African Government. We assist with document guidance, preparation, submission support, follow-ups, collection coordination, courier arrangements and legalisation support where requested. Our fees are for our private administration and facilitation service.

Instructions:

1. Please email info@sp-documents.co.za or call/WhatsApp us on +27 61 536 4812 if you need assistance with these forms.
2. Please fill out all pages of this form on your computer or with black pen.
3. Sign, scan and email this form to info@sp-documents.co.za, along with a copy of your ID or Passport and scans of the documents that you would like to have apostilled or authenticated at DIRCO.
4. We will check the form and scans, confirm receipt and issue your invoice.
5. You will need to courier the original documents to us once we confirm that your scanned copies are in order.
6. Once we receive the original documents and payment, we assist with submitting the application to DIRCO and confirm submission with you.
7. We follow up and keep you informed. Once DIRCO has completed the process, we assist with collection of the legalised documents.
8. We send you a high-resolution scan of the legalised documents so you can check that the details are correct for your peace of mind.
9. Once you confirm the details, we can assist with further legalisation steps if selected, otherwise we courier the documents directly to you.





Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

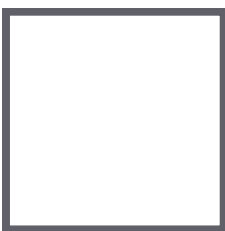


Section 3: Order Details

Please see www.sp-documents.co.za for current prices and timelines.



Apostille Certificate issued by DIRCO



An apostille is a certificate that authenticates the origin of a government-issued document, such as a birth certificate, SAQA verified academic qualification, police clearance certificate or other eligible South African document.

This certification verifies that the document is legitimate and can be recognised in foreign countries that are members of the Hague Apostille Convention.

Please Note: Some countries are not members of the Hague Apostille Convention. In those cases, DIRCO may issue a Certificate of Authentication instead, and further embassy attestation may be required.

Section 4: List of Documents to Apostille / Authentication

Name on Document	Type of Document	Destination Country



Section 4: Instructions

IMPORTANT: Please email a full copy of these forms as well as scans of the documents that you want apostilled/authenticated to us before couriering originals.

Documents for apostilling must be originals. They must not be photocopies, laminated or damaged. Some documents may also need to have been issued recently, depending on the document type and DIRCO requirements.

Once we receive your scans, we will check them and confirm whether they appear in order. You can then courier the originals to us along with a copy of this form. If you are in South Africa, we can assist with a collection arrangement where available.

Section 5: Courier Instructions

Please courier the original documents as well as a copy of this form to SP Documents only after we have checked your scanned copies and confirmed the correct courier details for your file. Email info@sp-documents.co.za with the courier company name and tracking number.

Please do not post the documents using the postal service – they may not arrive. Please use a reliable courier company such as DHL for international courier or The Courier Guy for local courier.

Address for the Courier

A COURIER ADDRESS

SP Documents / SP Document Trade (Pty) Ltd

Courier address to be confirmed by SP Documents before dispatch. Please do not send originals until we have checked the scanned copies and confirmed the correct delivery address for your file.

+27 61 536 4812 | info@sp-documents.co.za | www.sp-documents.co.za

Once the documents arrive, we will confirm with you and proceed with submission. Please contact us by email or WhatsApp if you have any questions.





Section 5: Limited Power of Attorney

Between the Principal:

Name

And

SP Document Trade (Pty) Ltd, a private document facilitation company in South Africa, trading as SP Documents.

Appointment of Agent

The Principal appoints SP Document Trade (Pty) Ltd / SP Documents as his or her representative to assist with submission support, follow-ups, collection coordination, courier arrangements and legalisation or authentication of documents at DIRCO and, where selected, further embassy attestation. The Agent is granted authority to act on the Principal's behalf for the selected document service.

Extent of Authority

The Agent is granted authority to perform the following actions for the selected document service:

1. General Authority:

To perform any act or duty necessary for procuring apostille, authentication or related legalisation documentation from DIRCO and any relevant service provider.
2. Collection Authority:

To procure, request, collect and receive apostilles, certificates of authentication, endorsements, releases, receipts and related documents where permitted.
3. Courier and Communication Authority:

To communicate with DIRCO, relevant offices, couriers, embassies and professional service providers as reasonably required for the selected service.
4. Professional Assistance:

To appoint or liaise with agents, attorneys, couriers or other professionals where necessary for the service.

The Principal authorises the Agent to perform lawful actions reasonably necessary for the selected service. The Principal understands that processing times are guidelines only and depend on DIRCO, the relevant issuing authority, courier and any further legalisation process selected.

Signed at

Date

Your Signature

SP Signature