

Authentication of Canadian documents

Canada is not a party to the Hague Convention of 5 October 1961 abolishing the requirement of legalization for foreign public documents. Therefore, all Canadian documents must be authenticated through diplomatic channels in order to be valid in Spain.

NOTE: THE EMBASSY OF SPAIN IN OTTAWA ONLY AUTHENTICATES CANADIAN DOCUMENTS THAT HAVE BEEN ISSUED BY INSTITUTIONS LOCATED WITHIN THE EMBASSY'S CONSULAR JURISDICTION (OTTAWA AND GATINEAU)

- For authentication of documents issued in the provinces of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut, you need to **contact the Consulate General of Spain in Toronto** to find out the process to legalize your documents

2 Bloor Street East

Suite 1201

Toronto, ON

M4W 1A8

TEL: (416) 977-1661

Fax: (416) 593-4949

E-mail: cog.toronto@maec.es

Web:

<https://www.exteriores.gob.es/Consulados/toronto/en/Paginas/index.aspx>

- For authentication of documents issued in the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador, you need to **contact the Consulate General of Spain in Montreal** to find out the process to legalize your documents:

1200 de Avenue McGill College, Suite 2025

Montreal, Québec

H3B 4G7

TEL: (514) 935-5235

Fax: (514) 935-4655

E-mail: cog.montreal@maec.es

Web:

<https://www.exteriores.gob.es/Consulados/montreal/en/Paginas/index.aspx>

WARNING:

- **ONLY original documents OR certified true copies made by the same authority that issued the original document will be authenticated.** Certified true copies merely made by authorities **other** than those competent to issue the document shall NOT be valid in Spain, even if they are authenticated by Global Affairs Canada.
- **ONLY documents that have been authenticated by Global Affairs Canada will be authenticated at the Spanish Embassy, i.e.,** documents that have been authenticated by any Canadian provincial authority will not be authenticated.
- **Translations of documents will not be authenticated,** even if they have already been authenticated by Global Affairs Canada. If you need to have a document translated, we would suggest that you get in touch with any of the Spanish official translators accredited to the Spanish Foreign Affairs Ministry in Spain, which you can find on this link: <https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Traductores-Interpretes-Jurados.aspx>
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CANADIAN DOCUMENT AUTHENTICATION PROCEDURE

- TRANSCRIPTS AND DIPLOMAS ISSUED BY CANADIAN ACADEMIC INSTITUTIONS located in Ottawa and Gatineau.
- BIRTH, DEATH, MARRIAGE AND DIVORCE CERTIFICATES ISSUED BY THE REGISTRY OFFICES OF ONTARIO AND QUÉBEC FOR EVENTS THAT TOOK PLACE in Ottawa and Gatineau.
- **CRIMINAL RECORD CHECKS.** We only authenticate “**Certified criminal record checks**” with fingerprints issued by the RCMP headquarters in Ottawa ([ROYAL CANADIAN MOUNTED POLICE](#))
- OTHER DOCUMENTS, issued by Canadian institutions located in Ottawa and Gatineau, please click [HERE](#)

You are required to take these steps:

1. Before a Canadian document authentication request is made, please read the [instructions from Global Affairs Canada](#) on the subject.
2. Please be advised that the Consular Section of the Embassy cannot accept for legalization a notarized Canadian academic document if the Canadian authorities do not authenticate the original signature of the issuing academic institution on the document, but instead authenticate that of the Notary Public.
In order to get the document legalized, one may request the Notary Public to verify or authenticate the signature the issuing academic institution on the document itself or annexed to it, will then be accepted for authentication.

On the other hand, original and not notarized Canadian academic documents will be accepted for legalization at the Consular Section as long as Global Affairs authenticates directly the signature of the Director or Official of the issuing academic institution on the document.

3. **Mail in the original to:**

- Authentication Services Section (JLAC):
Global Affairs Canada
125 Sussex Drive
Ottawa, Ontario, Canada
K1A 0G2
Canada
Telephone: 1-800-267-8376 (Toll Free in Canada)
613-944-4000 (in the National Capital Region and
outside Canada)
613-944-9136 (TTY for the deaf)

4. A Canadian official from Global Affairs Canada (GAC) will stamp and sign the document in order to authenticate the signature of the competent authority who issued the certificate or diploma. When requesting by mail to Global Affairs Canada the authentication of a document, you must select the option “**Forward to an embassy/consulate**” in the fillable “[Request form for Authentication Service](#)” with the following address:

- Embassy of Spain in Ottawa
Consular Section
74 Stanley Avenue
Ottawa, Ontario
K1M 1P4
Tel: (613) 747-2252
Fax: (613) 744-1224
Business hours: 9.00 a.m. to 1.00 p.m.

5. Global Affairs Canada will send the document to the Embassy of Spain. All documents and money orders designated for the Spanish Embassy that do not require authentication from Global Affairs Canada should be placed in a sealed envelope addressed to the embassy.

6. The Official in charge at the Spanish Embassy will authenticate the signature of the Global Affairs Canada officer, but only when payment for the consular fee has been received. Effective January 1st 2021, the consular fee is **\$CAN 10.90 (fee year 2022) for each document signed and stamped by GAC.**

7. **PAYMENT OPTIONS:**

- **Cash** when paying in person.
- **WITHIN CANADA: Certified cheque or money order made out to the “Embassy of Spain”**. The cheque will be annexed to the documents forwarded to the Canadian Department of Foreign Affairs in a closed envelope addressed to the Embassy of Spain.
- **OUTSIDE OF CANADA: Bank transfer**

Account holder: Embajada de España en Ottawa
 Bank: BBVA
 Bank code: 0182 (BBVA)
 Branch code: 2370
 IBAN: ES8201822370432012203046
 SWIFT BIC code: BBVAESMM
 Postal address: PASEO DE RECOLETOS, 10 ALA SUR, 28001 MADRID

The bank transfer must be made in **Canadian dollars** (not in any other currency) and for the **exact amount**, i.e., any **commission charges would be borne by you**. If the amount received is less than the consular fee, the bank transfer will be returned.

Once completed, you will need to send a copy to emb.ottawa.sc@maec.es

8. In order to return your documents, you need to provide an address that is not a P.O. Box:

- For a mailing address **outside of Canada**: You must add **\$CAN 25.89** (effective January 10th 2022) to the total amount of the consular fees to send it to you by **registered mail**.
- For a mailing address **in Canada**: You must provide a prepaid, self-addressed, PRIORITY COURIER envelope or an XPRESS POST envelope from Canada Post.

In order to continue to offer in-person consular services and meet health requirements to prevent the spread of COVID 19, this Consular Section will assist only anyone who has book an on-line appointment at:
<https://app.bookitit.com/es/hosteds/widgetdefault/2811748989a1a96334205191eaf5a595b#services>

Please remember that a mask o face covering is required to enter the premises of the Spanish Embassy.

In any case, the Embassy shall not be responsible for any problem, delay or loss of documents that may occur when these are returned to you.

OTHER DOCUMENTS, issued by Canadian institutions located in Ottawa and Gatineau:

1. Authenticate first the document before a Canadian Notary Public.
2. Follow steps 2-6 above for authentication of Academic Transcripts and Diplomas, Certificates of Birth, Death, Marriage, Divorce and Criminal Record Certificates.

