

# 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](mailto: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](mailto:cog.montreal@maec.es)

Web:

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

## NOTE:

- **ONLY original documents OR certified true copies made by the same authority that issued the original document will be authenticated.**
- **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>

## Types of documents:

- 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:
  1. First, notarize your document with a Canadian Notary public.
  2. Follow the steps below.

## CANADIAN DOCUMENT AUTHENTICATION PROCEDURE

1. Read the [instructions from Global Affairs Canada \(GAC\)](#) on the subject.
2. Original Canadian documents will be accepted for legalization as long as Global Affairs legalise the signature of the authority issuing the document.

Please be advised that the Consular Section of the Embassy cannot accept a notarized Canadian document for legalization if GAC does not authenticate the signature of the authority issuing the document, but instead they authenticate the Notary Public’s signature.

Certified true copies merely made by authorities other than those competent to issue a document shall NOT be valid in Spain, even if they are authenticated by Global Affairs Canada. On the other hand, in order to accept a notarized Canadian document for legalization, you may request a Notary Public to verify or

authenticate the signature on the document by means of a notarial certificate.

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 2022, the consular fee is **\$CAN 10.80 (fee year 2023) for each document signed and stamped by GAC.**

7. **PAYMENT OPTIONS:**

- **In person:** Cash, certified cheque or money order
- **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](mailto: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 9th 2023) 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 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.

9. If you wish to legalize in person a Canadian document issued by an organization or institution located within the consular jurisdiction of the Embassy of Spain in Ottawa (Ottawa and Gatineau), you may book an appointment by sending an email to CITA PREVIA ([emb.ottawa.cit@maec.es](mailto:emb.ottawa.cit@maec.es)) indicating the CONSULAR SERVICE requested and your FULL NAME and PHONE NUMBER. In addition, you must attach some type of identification to your email (passport, DNI...), as well as a copy of the document that needs to be legalized.

NOTE: Appointments booked through the Embassy of Spain in Ottawa are FREE