



LEGALIZATION – PRACTICAL GUIDE

General information: Canada is not a signatory state to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents, also known as the Apostille Convention.

In order to proceed with the legalization, the document must provide explicit proof of a Swiss interest. If this is not the case, the Consulate General requires a supporting document from the relevant Swiss authority indicating the need for legalization. Depending on the situation, a lawyer, a notary or a bank in Switzerland may issue this confirmation.

The legalization certifies the authenticity of the signature and/or seal affixed to a public document. The Consulate General of Switzerland assumes no responsibility for the validity, authenticity or content of the document.

Legalization of documents issued in Canada

Any document issued in Canada **must first be authenticated** by [Government of Canada, Global Affairs](#) before they can be accepted by the Consulate General for legalization.

Checklist of required documents:

- Original document to legalize (authenticated by Government of Canada).
- Proof of Swiss interest.
- Copy of a valid ID (from the person making the legalization request).
- [Fees](#).
- [Sending documents or making an appointment](#).

Legalization of personal signatures

To legalize your signature, you must appear in person at the Consulate General of Switzerland in Montreal [by appointment](#) only.

Checklist of required documents:

- Original document to be signed in front of a consular agent.
- Proof of Swiss interest.
- Valid passport.
- [Fees](#).

Legalization of passport copies

Swiss passport:

The Consulate General can legalize a copy of your Swiss passport [by appointment](#) upon presentation of the following documents:

- Original of your valid Swiss passport.
- [Fees](#).

Canadian passport:

A copy of a Canadian passport can only be legalized if it has been previously **authenticated** by [Government of Canada, Global Affairs](#) and upon presentation of the following documents.

- Copy of the Canadian passport (authenticated by Government of Canada).
- Proof of Swiss interest.
- [Fees](#).
- [Sending documents or making an appointment](#).

Certified copy of diplomas issued in Switzerland

Swiss representations abroad can neither issue certified copies nor attest diplomas obtained in Switzerland unless the diploma has been authenticated by the cantonal chancellery. You must therefore contact the school or university where you did your studies to obtain the necessary copies.

The recognition of Swiss diplomas abroad is the responsibility of the host country. However, the competent authorities in Switzerland may, upon request, issue a certificate for the authority of the country concerned. The following authorities can assist you in obtaining the necessary certificates:

- For training at the federal level : [State Secretariat for Education, Research and Innovation SERI](#)
- For university diplomas: [Swissuniversities](#)
- For cantonal certificates and diplomas: [Swiss Conference of Cantonal Ministers of Education EDK](#) (information available in FR/DE/IT)

In the event that your situation requires your degree to be legalized by a Swiss representation in Canada, the diploma must first be authenticated by the cantonal Chancellery where the school or university is located. The Swiss representation will then be able to legalize the seal and signature of the cantonal Chancellery.

The list of cantonal authorities competent for legalization is available on the website of the [Federal Chancellery](#).

Documents required for the legalization at the Consulate General of the seal and the signature affixed by the cantonal Chancellery:

- Copy of the diploma authenticated by the cantonal Chancellery.
- Copy of a valid ID.
- [Fees](#).

Sending documents and making an appointment

Sending documents by mail:

Consulate General of Switzerland
1572 Dr. Penfield Avenue
Montreal QC H3G 1C4

IMPORTANT: Please enclose a pre-addressed and prepaid envelope for the return of your documents.

Processing time: three working days.

Making an appointment to present the documents in person:

Appointments are available from Monday to Friday from 10:00 am to 12:00 noon.

Please send a request for an appointment by E-Mail with a proposal of day and time and a scanned copy of the documents to be legalized at the following address: mon.kanzlei@eda.admin.ch

Fees and method of payment

The legalization fee is CHF 40.00 per document. You will find the equivalent value in CAD on our website: [Fees and various costs](#)

Payment method:

By mail : certified check or money order.

In person, at your appointment: cash or debit card (no credit card accepted).