



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 of a document or a signature, the link with Switzerland must be proven. The Consulate thus requires a document that is called “**Proof of Swiss Interest**” which is a supporting document from the relevant Swiss authority indicating the need for legalization. Depending on the situation, a lawyer or a notary 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.

In so far as banking is concerned, Swiss banks are required to follow the rules of the *Agreement on the Swiss banks' code of conduct* with regard to the exercise of due diligence (CDB), which requires them to verify the identity of a client by means of an official document such as a passport. If the Swiss bank that concerns you has a subsidiary, a branch, a representative, a company in its banking group, or a financial intermediary in your country, it will be able to look after your banking needs directly. The headquarters of your bank in Switzerland will provide you with information on the various possibilities.

[Agreement on the Swiss banks' code of conduct with regard to the exercise of due diligence \(CDB\)](#)

Legalization of documents issued in Canada

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

Checklist of required documents:

- Original document to legalize (authenticated by Government of Canada).
- Proof of Swiss interest (letter from an official entity in Switzerland sent directly to the Consulate).
- Copy of a valid ID (from the person making the legalization request).
- [Fees](#)
- Payment method:
By mail: certified check or money order in the name of “Consulate General of Switzerland Montreal”.
In person, by prior appointment only: cash or debit/credit card.
- If sent by mail: a prepaid, preaddressed envelope or shipping label for the return of the documents.

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 (letter from an official entity in Switzerland sent directly to the Embassy, or proof of Swiss citizenship).
- Valid passport.
- [Fees](#)
- Payment method:
In person, at your appointment: cash or debit/credit card.

Legalization of passport copies

Swiss passport:

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

- Original of your valid Swiss passport.
- [Fees](#)
- Payment method:
In person, at your appointment: cash or debit/credit card.

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 (letter from an official entity in Switzerland sent directly to the Consulate)
- [Fees](#)
- Payment method:
By mail: certified check or money order in the name of "Consulate General of Switzerland Montreal".
In person, at your appointment: cash or debit/credit card.
- If sent by mail: a prepaid, preaddressed envelope or shipping label for the return of the documents.

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](#)

Opening a file and making an appointment

A scan of the document intended for legalization should be sent beforehand to montreal.kanzlei@eda.admin.ch.

IMPORTANT: Please include the purpose for the legalization and confirm that the official entity in Switzerland has been advised to send an official letter (scan sent via email to montreal.kanzlei@eda.admin.ch is acceptable) directly to the Consulate.

Processing time: usually 10 working days.

Making an appointment to present the documents in person:

Appointments are available from Monday to Thursday from 10:00 am to 13:00 pm, Friday from 10:00 am to 12:00 pm.

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: montreal.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: Credit Card Visa/Master, Debit Card, Certified Check/Money order, Cash

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