

Official Documents Services

About Certificates of Authentication

Official Document Services formally authenticates legalized documents requested by foreign consulates and embassies. ODS authenticates notarized or commissioned:

- birth, adoption, marriage or divorce certificates;
- property ownership documents;
- school, college, or university admission papers and transcripts;
- business, commercial import-export documents and contracts dealing with incorporation, partnerships, product standards and distribution, fiscal matters, approval certificates for customs, etc.;
- other Ontario government official documents.

The authentication of seals, stamps and signatures of notaries, and commissioners by ODS validates documents and ensures the recognition of the documents across the province of Ontario, Canada, and internationally. Foreign consulates and embassies request our certificates of authentication in order to accept the validity of various documents.

The ODS mandate is to verify the document submitted by comparing the signature and seal/stamp (as applicable) on the document against the information on file pertaining to the notary public/commissioner for taking affidavits.

ODS staff must be able to visually inspect all the relevant information on the notarized/commissioned document in its entirety before completing the authentication process.

Authentication will only proceed if:

- all parts of the name, seal and/or stamp of the notary or commissioner are complete;
- the name, seal and/or stamp is identical to what ODS has on file; or,
- the notary public or commissioner for taking affidavits is registered on file with ODS.

Fees for Authentication Services

ODS service	Name of document	Fees (all taxes exempted)
Document verification and authorization: ODS authenticates notarized or commissioned: birth, adoption, marriage or divorce certificates; property ownership documents; school, college, or university admission papers and transcripts; business and commercial documents; and other Ontario government official documents.	Certificate of authentication of notarized legal document by a notary public	\$ 16 for each authentication of a seal and a signature
	Certificate of authentication of commissioned legal document by a commissioner for	\$ 32 for each authentication of a signature and a stamp

A certificate is issued for each document that is authenticated.	taking affidavits	
	Certificate of authentication for an Ontario government official document (such as documents from the Registrar General)	\$ 32 for each authentication of a seal and/or a signature
Authentication of status: ODS issues a certificate assuring the status of good standing for notaries public	Certificate of status of good standing	\$ 16 each

Method of Payment

Walk-in clients	Mail-in
<ul style="list-style-type: none"> • Cash • VISA & Mastercard • Debit card • Certified cheque* • Money order* 	<ul style="list-style-type: none"> • Certified cheque* • Money order*

* Certified cheques and money orders are to be made payable to the Minister of Finance.

Checklist

Before presenting your documents to ODS for authentication (via mail, courier or in person), please take the time to review this checklist:

- Have you checked with your consulate/embassy to verify what is needed and that your document meets all requirements? See contact information for [Foreign embassies and consular representatives in Canada](#).
- Have you ensured that your document has been notarized by an Ontario notary public or commissioned by a commissioner for taking affidavits?
- Is the name, seal and/or stamp of the Ontario notary public or commissioner clearly displayed on the same page of your document? If not, you must have it re-notarized or re-commissioned.
- Have you enclosed the appropriate fee? See Method of Payment above.
- Is your document more than one centimeter (1 cm) or ½" (half inch) thick? If so, it should be pre-drilled by a print/copy shop to facilitate the attachment of the authentication certificate. If unsure of this process, please contact our office for clarification at (416) 325-8416.