



connected after the preceding calls are dealt with.

**Address:**

9 Yitzhak Rabin Boulevard,

National Govt. Compound,

P.O. Box 3013

Jerusalem 91035

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**The Branch for Certification of Public Documents** operates within the Consular Affairs Bureau within the framework of general consular services provided to citizens of the State of Israel at home and abroad. The branch is responsible for certifying only Israeli public documents which were issued by government authorities and ministries in the State of Israel. For the most part, the people who turn to the Foreign Ministry are referred there by the authorities/foreign diplomatic missions of other countries in order to certify Israeli public documents for various and different purposes, such as confirmation of studies, work visas, certificates of marriage or divorce, in those same countries.

Certification of Israeli documents is done according to international conventions and agreements (primarily the [Hague Convention](#)), and is divided into two categories:

A. Documents intended for countries that are signatories to the Hague Convention - will be certified with an Apostille seal.

In the case of those countries that are signatories to the Hague Convention, no additional certification will be required by the consul of the diplomatic mission of the country for which the document is intended.

B. Documents intended for countries that are not signatories to the Hague Convention - will be certified with a seal that is not Apostille. After the certification by the Foreign Ministry additional certification will be required by the diplomatic mission of the country for which the document is intended.

Without the seal of the relevant diplomatic mission of that country in Israel, the document will not be accepted by the authorities of that respective country.

*Please note, notarized documents will be certified with an Apostille seal only in the judicial courts.*

The service is provided at the Ministry of Foreign Affairs by the Branch for Certification of Public Documents on Sundays, Mondays,

Wednesdays, and Thursdays, between 08:30-12:30, and on Sundays between 14:00-16:00.

One can certify up to 10 documents (10 stickers) on the spot. Certification of more than 10 documents will be done within three weeks and will be sent in the mail; in such cases, a properly stamped envelope must be attached to the request.

One may send public documents for certification through the mail. One has to enclose an empty stamped envelope upon which will be written the sender's return address, and a receipt showing that payment was made for the service. Envelopes that will be received without a receipt of payment (as required) will not be handled and will be returned to the sender.

## MANNER OF PAYMENT

On 4 March 2008, the Constitution, Law and Justice Committee of the Knesset approved an amendment to the Ordinance for Implementing the Hague Convention (Cancellation of certification of external public documents) 5737-1977.

According to the amendment to the Ordinance and in keeping with the collection of ordinances 6656 of 18 March 2008, it has been stipulated that a person who requests a document according to the Hague Convention will pay a fee.

Moreover, it is stipulated, that the amount of the fee will be updated annually on 1 January of each year.

The fee is currently **35 NIS** for every Apostille document that is issued (as of 1 January 2014) at the Foreign Ministry. No fee will be collected for the certification of documents intended for countries that are not signatories to the Hague Convention.

Note: Payment of the fee applies only to Apostille documents issued at the Foreign Ministry.

Two options exist for paying the fee:

1. Payment through the Postal Bank, Account No. 051093, Foreign Ministry.

The receipt showing that payment was made must be presented upon receiving the service at the Foreign Ministry.

2. Payment through the internet, through the [Payment Server](#) (by credit card only).

The receipt showing that payment was made must be presented upon receiving the service at the Foreign Ministry.

Our Address:

Ministry of Foreign Affairs

Consular Department - Branch for Certification of Public Documents

9 Yitzhak Rabin Boulevard, National Government Compound, P.O. Box 3013

E-mail: [imutim@mfa.gov.il](mailto:imutim@mfa.gov.il)

One must follow the certification procedure as follows:

Documents for certification:

1. [Population Registry documents](#)
2. [Marriage or Divorce documents](#)
3. [Academic and Matriculation documents](#)
4. [Medical Doctors Accreditation documents](#)
5. [Certificates of Good Character](#)
6. [Notarized documents](#)
7. [Writs of inheritance](#)
8. [Court rulings](#)

1. Population Registry documents:

A. Birth Certificates:

.  
ii. Signature and seal of the registering clerk at the Ministry of Interior.

iii. Seal of the Ministry of Interior.

Return to above.

B. Summary of registration in the Population Registry:

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ii. Signature and seal of the registering clerk at the Ministry of Interior.

iii. Seal of the Ministry of Interior.

Return to above.

C. Death Certificates:

ii. Signature and seal of the registering clerk at the Ministry of Interior.

iii. Seal of the Ministry of Interior.

Return to above.

D. Documents Certifying Citizenship:

ii. Signature and seal of the registering clerk at the Ministry of Interior.

iii. Seal of the Ministry of Interior.

Return to above.

E. Documents Certifying Renunciation of Citizenship:

i. Original document.

ii. Signature and seal of the registering clerk at the Ministry of Interior.

iii. Seal of the Ministry of Interior.

Return to above.

F. Documents Certifying Change of Name:

i. Original document.

ii. Signature and seal of the registering clerk at the Ministry of Interior.

iii. Seal of the Ministry of Interior.

Return to above.

2. Marriage or Divorce documents:

A. Rabbinate:

i. Original document.

ii. Authorized signature of official from the National Authority for Religious Services -- Prime Minister's Office

(previously the Ministry for Religious Affairs), Address:

• 7 Kanfei Nesharim St., 2nd floor, Givat Shaul, Jerusalem.

• Telephone: 02-5311031.

Return to above.

**B. Moslem Communities:**

i. Original document.

ii. Authorized signature of official from the Shaaria Courts -- Address:

- 7 Kanfei Nesharim St., Givat Shaul, Jerusalem.

- Telephone: 02-6588225.

Return to above.

**C. Christian Communities:**

i. Original document.

ii. Authorized signature of official at the Ministry of Interior - Christian Communities, Address:

- 18 Shlomzion Hamalka, Ha'ahim Yisrael Building, 1st floor, Jerusalem.

- Telephone: 02-6217000/1.

Return to above.

**3. Academic and Matriculation documents:**

A. Original document or authoritative copy.

B. Authorized signature and seal of official at the Ministry of Education, Address:

- Haneviim St., Lev Ram Building, Room 109, Jerusalem.

- Telephone: 02-5603700/7.

Return to above.

**4. Medical Doctors Accreditation documents:**

A. Original document or authoritative copy.

B. Signature and seal of official at the Ministry of Health and authorized signature of official at the Health Bureau, Address:

- 157 Yaffo St., Jerusalem.

- Telephone: 02-6217350.

Return to above.

## 5. Certificates of Good Character:

- A. Official certificate of good character from the Israel Police (criminal records cannot be certified for foreign countries).
- B. A certificate of good character is not given personally by the Israel Police to the requesting individual, but through the consulate/foreign diplomatic mission that is making the request, or through the relevant Israeli diplomatic mission abroad, which then sends the certificate of good character to the relevant government authority.
- C. A certificate of good character that is given to a foreign diplomatic mission in Israel, has to be certified at the Ministry of Foreign Affairs/Branch for Certification of Public Documents before being sent on to the requesting party.

Return to above.

## 6. Notarized documents:

- A. The following is a list of judicial courts where one can obtain an Apostille certification of notarized documents.
- \* Comment - If the document is intended for a country which is not a signatory to the Hague Convention, additional certification is required from the Branch for Certification of Public Documents at the Ministry of Foreign Affairs and from the diplomatic mission of the respective country in Israel.

Return to above.

## 7. Writs of Inheritance:

### A. Writs of Inheritance from the Registrar for Matters of Inheritance:

- i. Original document only.
- ii. Authorized signature of official from the Registrar for Matters of Inheritance in the area of residence where the writ was signed.

### B. Writs of Inheritance from the Judicial Courts:

- i. Original document or authoritative copy.
- ii. Signature of the Chief Secretary of the Judicial Court where the writ was signed.

Return to above.

## 8. Rulings and Judgments of the Judicial Courts (but not of Tribunals\*):

- A. Photocopy of the ruling or judgment in its entirety.
- B. Authoritative seal of the Judicial Court where the ruling or judgment was rendered.
- C. Signature and Seal of the Chief Secretary or Deputy Chief Secretary of the Judicial Court where the ruling or judgment was rendered.
- D. Signature and Seal of the Registrar of the Supreme Court or the Deputy Director for the Judicial Courts certifying items B and C above.

• A Seal may be obtained at:

o Bureau of Registrars, Supreme Court

Mondays-Thursdays, 09:00-12:00.

An appointment must be made one day in advance by telephone 02-6759601.

o Bureau of the Office of the Deputy Director for the Judicial Courts, 22 Kanfei Nesharim St., Jerusalem

09:00-12:00.

An appointment must be made one day in advance by telephone 02-6556849.

\* Rabbinical Tribunals and Labor Tribunals

## External Links

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[List of countries signatory to the Hague Convention.](#)

## Where is the Ministry?

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## Consular Services

[Consular Services FAQ](#)

[Certification of Israeli Public Documents](#)

[Crossing Points](#)

[Consular services in Israeli missions abroad](#)

[Consular services for Israeli citizens abroad](#)

[List of honorary consuls in Israel](#)

[Consular Forms and Tables](#)

[Visas](#)

[Entry protocols for unaccompanied minors at Israeli border terminals](#)

[Working holiday program in Israel](#)

[Foreign Workers' Rights](#)

[Israeli Missions Abroad](#)

[Issuing and extending travel documents](#)

[Registration of Israeli citizens abroad](#)

[Registering a child who was born abroad to Israeli citizens](#)

[Requests for information from the Population Registry of the State of Israel](#)

[Notices and updates to the Ministry of the Interior](#)

[Notarization](#)

[Handling of matters relating to the Israel Defense Forces](#)

[Inquiries about the rights of returning residents](#)

[Import/Export of animals](#)

[Renouncing Israeli citizenship](#)

[Requests for information from the Israel Police](#)

[Consular feedback](#)

**Tools and**

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- [Treaties and Agreements](#)
- [Historical Documents](#)

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