

High Court – Apostille Service

Guidance Notes for e-Appointment System:

1. This e-Appointment System is for booking an appointment for attending the Apostille Service of the High Court Registry to submit the following documents for apostille service application:
 - (i) public documents bearing the true signature of an official party such as a Hong Kong SAR Government recognized officer; and
 - (ii) documents signed by a notary public or a Commissioner for Oaths in Hong Kong.
2. A walk-in applicant without an advanced appointment will not be provided service instantly. The applicant has to make an on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
3. One time slot is for one new application with a maximum of 30 documents.
4. Designated time slots are reserved for handling multiple applications involving more than 30 documents.
5. The earliest booking date is the next working day.
6. Before making an appointment, an applicant is advised to read the online information at the Judiciary website about the apostille service in particular the types of document accepted and the fees through this link:

https://www.judiciary.hk/en/court_services_facilities/apostille.html
7. The applicant who makes an appointment via the e-Appointment System should be the same person who attends the Apostille Service

Office of the High Court to go through the submission process on the appointment date.

8. An applicant with an advanced booking please approach to Counter 3 of the Master Clerks' Office at Room LG115 of the High Court Building **and present the appointment letter** at the counter. He may be required to queue up in the "Advanced booking queue".
9. Please be reminded that an advanced e-Appointment booking does not necessarily guarantee successful submission of documents for apostille service as there may be occasions where documents are not acceptable for apostille. The applicant who wishes to make any fresh submissions has to make another on-line appointment.
10. If the applicant chooses to receive an appointment reminder for a successful appointment, he has to provide his email address. A reminder will then be sent to his email address provided 3 working days before the appointment date.
11. An applicant who is late for the appointment by 15 minutes or more will be regarded as "absent". The applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
12. Applicants who have repeated "absent" records may be blocked for further on-line booking for a certain period of time.

Note : The Apostille Service Office of the High Court Registry reserves the right to revise the arrangements as set out above and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of the system.

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