


Submit e-Apostille Application

To submit e-Apostille application, please follow the steps below:

Check Client Configuration























The present combination of your operating system and browser has not been fully tested on system.

The configuration of your computer and the configurations tested on system are shown below:
















Current Configuration
Operating System: Windows 10.0
Browser : Edge Version 85.0.564.41

Configurations tested on system

Personal Computers

Browser	Windows		macOS	
	Windows 10	Windows 11	macOS 12	macOS 13
 Microsoft Edge Version 116-120	 Version 116-120	 Version 116-120	 Version 116-120	 Version 116-120
 Safari Version 15-17	 Not Available	 Not Available	 Version 15-17	 Version 16-17
 Mozilla Firefox Version 117-121	 Version 117-121	 Version 117-121	 Version 117-121	 Version 117-121
 Google Chrome Version 117-121	 Version 117-121	 Version 117-121	 Version 117-121	 Version 117-121

Mobile Devices

Browser	iOS/iPadOS		Android	
	iOS 16/ iPadOS 16	iOS 17/ iPadOS 17	Android 12	Android 13
 Safari Version 16-17	 Version 16	 Version 17	 Not Available	 Not Available
 Mozilla Firefox Version 117-121	 Version 117-121	 Version 120-121	 Not Compatible	 Not Compatible
 Google Chrome Version 117-121	 Version 117-121	 Version 120-121	 Version 117-121	 Version 117-121

You can choose to proceed with this online service but may encounter compatibility problems and cannot complete the transaction smoothly.

Alternatively you may exit now to re-configure your computer. To ensure you can use the system smoothly, we recommend you use the tested combinations of operating system and browser as listed above.

CONTINUE

This screen will only appear if your computer’s configuration is not fully tested on the system. You can choose to proceed with the submission of the e-Apostille application but may encounter compatibility problems and cannot complete the transaction smoothly. Alternatively, you may exit to re-configure your computer. To ensure you can use the system smoothly, we recommend you use the tested combinations of operating system and browser.

Review the configuration of your computer and re-configure your computer if necessary ⇒ Click “CONTINUE”

Read Important Notice



22 August 2025, Friday HKT 14:20 繁 簡

Submit e-Apostille Application

Screen ID: NCRAEAPOS-APP-0011

[HELP]

This e-Apostille Service enables the issuance of Apostille in an electronic form, which is digitally signed by the Judiciary using a digital certificate.

Important Notice

1. The e-Apostille Service accepts documents in pdf form that are digitally signed by a Hong Kong Notary Public using digital certificates issued by recognized certification authorities under the Electronic Transactions Ordinance (Cap. 553) (ETO) in Hong Kong. Please note that the English name and email address listed in the digital certificate used for digitally signing the documents has to be the same as that registered with our office.
2. Fees paid are non-refundable. Before using the e-Apostille Service, please make sure your documents:
 - a. are eligible for e-Apostille service;
 - b. will be accepted by the overseas recipient; and
 - c. are correctly prepared and digitally signed by a Hong Kong Notary Public.
3. The document should not contain any computer instruction nor require password or access code for viewing.
4. The total size of document(s) submitted in each transaction shall not exceed 50MB.
5. When making payment online, you will be directed to the related payment gateway of the designated service providers, for the payment to be processed. The Judiciary will not process and store your credit card/PPS account information. The Judiciary is not liable for any information you enter into service providers' pages, or for the availability of the service providers' site.
6. An acknowledgement with transaction reference number will be provided upon successful completion of the transaction.
7. A notification will be sent to the email you provide when the e-Apostille is ready. Please make sure you are able to receive email notification.
8. Regular maintenance will take place daily from 10pm to 11pm. If additional maintenance periods are required, the maintenance notice and actual timetable will be announced on the Judiciary's website, and notification will be given approximately one week in advance.
9. Subject to maintenance schedule, the Judiciary will endeavour to have the e-Apostille service available at all times. However, the Judiciary makes no representations or warranties that the User's access to the e-Apostille service will be uninterrupted, timely, secure or error free but all reasonable efforts will be made to provide the best possible service to the User.
10. The Judiciary reserves the right to modify, vary or discontinue any aspect of the e-Services to the User at its sole discretion and without prior notice. The Judiciary shall not be liable to the User or any third party for any variation, suspension or discontinuance of the e-Services.
11. The information provided will be used for the processing of the e-Apostille Service application for e-Apostille Service and other related purposes. The provision of your personal data is voluntary. However, if you do not provide sufficient information, it will not be possible to process your application.
12. Personal data in your application will not be disclosed or transferred to parties unless relevant and necessary for the purposes as stated in paragraph 11 above.
13. According to the Personal Data (Privacy) Ordinance (Cap. 486) ("PD(PJO)", you have the right to request access to and correction of information provided by you. The Judiciary Administration has designated Senior Judiciary Executive (Complaints), Access to Information Officer to handle requests for access to or correction of personal data under the PD(PJO). The contact address is High Court Building, 38 Queensway, Hong Kong.
However, according to section 51A of PD(PJO), personal data held by a court, a magistrate or a judicial officer in the course of performing judicial functions is exempt from the provisions of the data protection principles and Parts 4 and 5 and sections 36 and 38(b). **Requests relating to court records should be referred to the relevant Registrar or the authorised officer of the relevant Court or Tribunal in accordance with the relevant ordinance.**

☒ I acknowledge that I have read and understood the Important Notice above and agreed to the terms and conditions stated therein for using the e-Service.

NEXT

Read the important notice and check the check box “I acknowledge that I have read and understood the Important Notice above and agreed to the terms and conditions stated therein for using the e-Service.” ⇒ Click “NEXT”

Step 1 – Input Application Details



14 August 2025, Thursday HKT 14:16 繁 簡

Submit e-Apostille Application

Screen ID: NCRAEAPOS-APP-001

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Application DetailsUpload DocumentsConfirmationPaymentAcknowledgement

- Field with (*) is required information

English Name of Notary Public * ⓘ

Email Address * ⓘ

Correspondence Address ⓘ

Telephone Number ⓘ

Captcha Code ☒ Image ☐ Audio

Please input the captcha code shown in the image: *

NEXT

If required, click the information symbols “ⓘ” next to the fields to show more information about the input fields.

Input the application details (English Name and email address must be the same as that registered with APO office) ⇒ Enter the captcha code ⇒ Click “NEXT”

Step 2 – Upload Documents

The e-Apostille Service accepts documents in pdf form that are digitally signed by a Hong Kong Notary Public using digital certificates issued by recognized certification authorities under the Electronic Transactions Ordinance (Cap. 553) (ETO) in Hong Kong. Please note that the English name and email address listed in the digital certificate used for digitally signing the documents has to be the same as that registered with our office.



14 August 2025, Thursday HKT 14:17 繁 簡

Submit e-Apostille ApplicationScreen ID: NCRAEAP05-APP-0011

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Application Details

Upload Documents

Confirmation

Payment

Acknowledgement

Upload Documents

- Field with (*) is required information

<input type="checkbox"/>	NO.	NATURE OF THE DOCUMENT *	NAME OF THE NOTARY PUBLIC SIGNING THE DOCUMENT *	TOTAL PAGE NO. *	DOCUMENT *	INTENDED DESTINATION *
<input type="checkbox"/>	1	Notarial Certificate / Notarised Documents ▼	Chan Dai Man		Upload ⓘ	--- Please Select --- ▼

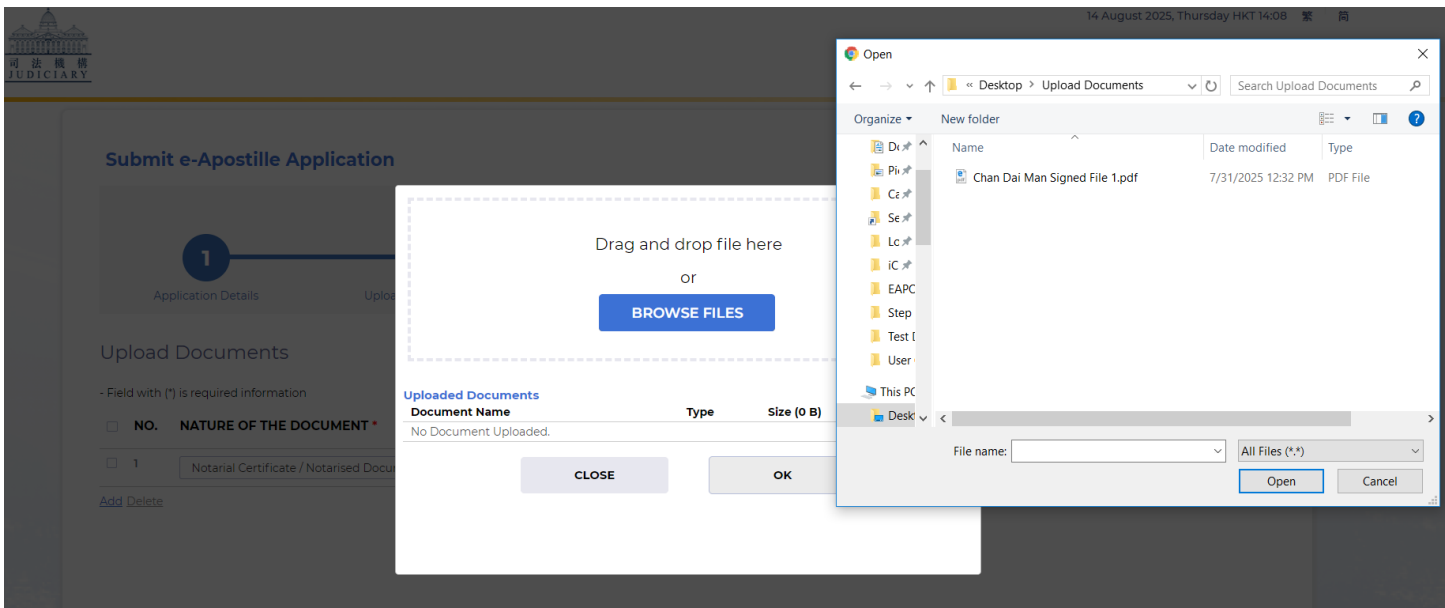
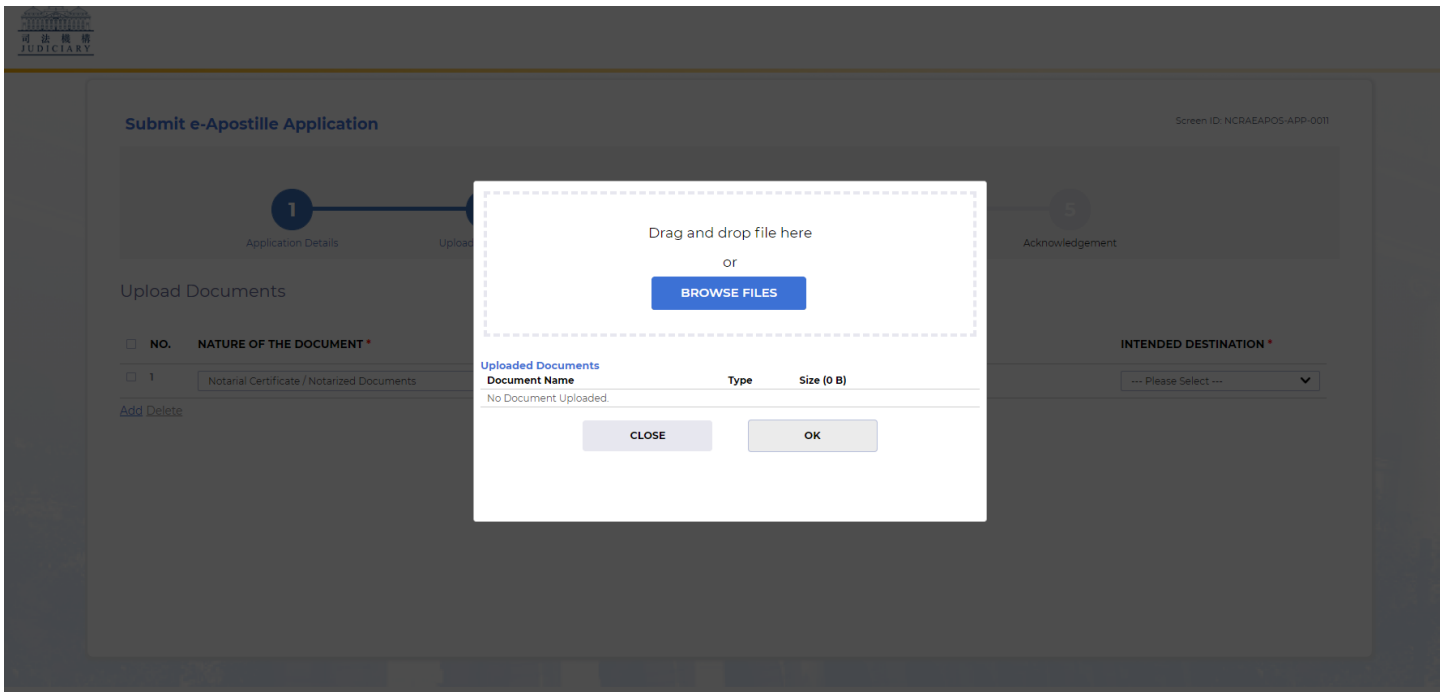
[Add](#) [Delete](#)

BACK

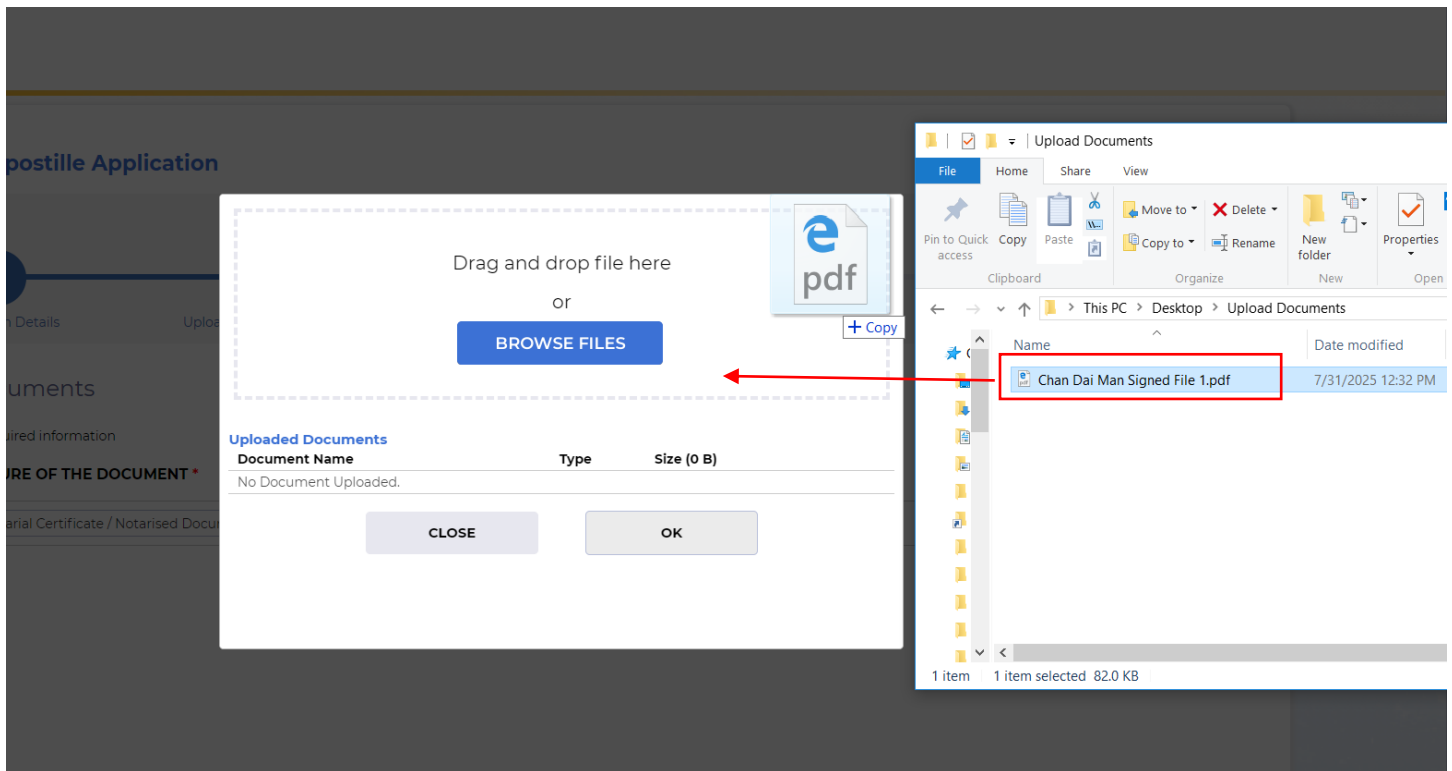
NEXT

Choose the “NATURE OF THE DOCUMENT”, input the “TOTAL PAGE NO.” of the document, and choose the “INTENDED DESTINATION” ⇒ Click “Upload” to attach the digitally signed document in PDF format.

The maximum length of file name of each document(s) is 100 characters including space.



Click “BROWSE FILES” to select the document from the local drive and upload the document ⇒ Click “OK”



Or, drag the document from the local drive and drop it to the box marked as “Drag and drop file here” to upload the document ⇒ Click “OK”



14 August 2025, Thursday HKT 14:38 繁 簡

Submit e-Apostille Application Screen ID: NCRAEPOS-APP-001

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Application Details Upload Documents Confirmation Payment Acknowledgement

Upload Documents

- Field with (*) is required information

NO.	NATURE OF THE DOCUMENT *	NAME OF THE NOTARY PUBLIC SIGNING THE DOCUMENT *	TOTAL PAGE NO. *	DOCUMENT *	INTENDED DESTINATION *
<input type="checkbox"/> 1	Notarial Certificate / Notarised Documents ▼	Chan Dai Man	1	Chan Dai Man Signed File 1.pdf (82KB) Preview Reset	Canada ▼

[Add](#) [Delete](#)

BACK
NEXT

Preview the document if required and confirm the document uploaded is in order ⇒ Click “Next”

To delete the uploaded document, check the checkbox next to the “NO.” of the document ⇒ Click “Delete”

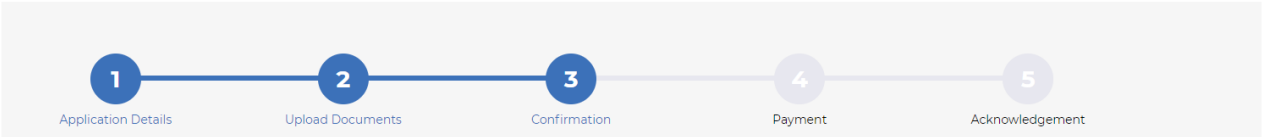
To upload an additional document (if any) ⇒ Click “Add” and repeat **Step 2**

Step 3 – Confirm Details



Submit e-Apostille Application

Screen ID: NCRAEAPOS-APP-0011



Confirm Details

English Name of Notary Public
Chan Dai Man
Email Address
e-services@uat.judiciary.hk
Correspondence Address
-
Telephone Number
-

NO.	NATURE OF THE DOCUMENT	NAME OF THE NOTARY PUBLIC SIGNING THE DOCUMENT	TOTAL PAGE NO.	DOCUMENT	INTENDED DESTINATION
1	Notarial Certificate / Notarised Documents	Chan Dai Man	1	Chan Dai Man Signed File Upload	Canada

BACK NEXT

Confirm the details inputted in **Step 1** and **Step 2** ⇒ Click “NEXT”

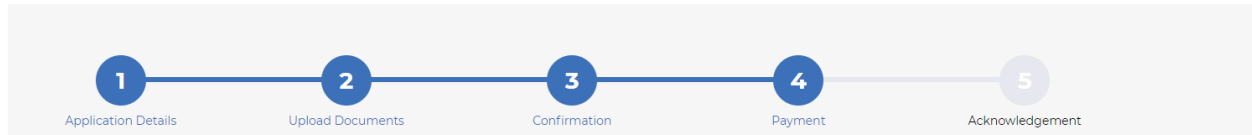
Step 4 – Payment



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Screen ID: NCRAEAP05-APP-0011



NO.	NATURE OF THE DOCUMENT	PAYMENT ITEM(S)	AMOUNT (HKD)
1	Notarial Certificate / Notarised Documents	Authentication of Documents	125.00
			Total Amount: HKD 125.00

BACK

PAY

Review the payment details and proceed for payment ⇒ Click “PAY”

Online Payment Service Screen ID: EPY-SET-0001

Type of Service: Judiciary Online Payment Service
Merchant Name: The Judiciary
e-Apostille Transaction Reference No: A0928000013
Transaction Date: 14/08/2025
Total Amount: HKD 125.00

Payment Method:

☒ MasterCard ☐ VISA ☐ JCB ☐ UnionPay 銀聯 ☐ PPS 繳費靈

CANCEL PAY

- Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.
- After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.
- Merchant Name is applicable to credit card payment method only.
- PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.
- For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostille Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account.
- Balance of deposit account will only be refunded upon termination of Organization Account.
- If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.

Select the payment method ⇒ Click “PAY” (You will be redirected to Online Payment Service to settle payment. Please do not leave this screen until you are redirected to the acknowledgement page.)

Any payment over HK\$3,300 should be settled by web-based PPS Shop&Buy Service (“PPSB”) payment subject to the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently HK\$100,000.

Step 5 – Download Payment Receipt and Acknowledgement



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Submit e-Apostille Application

Screen ID: NCRAEAPOS-APP-0011

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Application DetailsUpload DocumentsConfirmationPaymentAcknowledgement

Note:

1. If the completion of the transmission of a document is at a time when Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for business, whichever is earlier.
2. You will be informed by email once the application result is ready.
3. You will not be able to get the payment receipt and acknowledgement after leaving this page. Please download for retention before leaving this page.

Acknowledgement

e-Apostille Transaction Reference No.
A0928000013

e-Apostille Transaction Date Time
14/08/2025 14:20:35

Submitted On
14/08/2025 14:20:41

e-Payment Transaction Reference No.
C202508140004788

e-Payment Method
Credit Card

Transaction Summary

NO.	NATURE OF THE DOCUMENT	PAYMENT ITEM(S)	DOCUMENT NAME	AMOUNT (HKD)
1	Notarial Certificate / Notarised Documents	Authentication of Documents	Chan Dai Man Signed File 1.pdf	125.00

SAVE PAYMENT RECEIPT

SAVE ACKNOWLEDGEMENT

CLOSE

When you see the acknowledgement page, this means that your submission is successfully completed.

Click “SAVE PAYMENT RECEIPT” or “SAVE ACKNOWLEDGEMENT” to download the Payment Receipt and the Acknowledgement.

Click “CLOSE” to exit function.

Appendix I - System Requirements

Hardware requirements:

- Personal computers or mobile devices with Internet connection.

Software requirements:

- (a) Combinations of operating systems and browsers supported are as follows:

Personal Computers

Browser	Operating System	
	Microsoft Windows 10 / 11	macOS
Microsoft Edge	Yes	Yes
Safari	-	Yes
Mozilla Firefox	Yes	Yes
Google Chrome	Yes	Yes

Mobile Devices

Browser	Operating System	
	iOS / iPadOS	Android
Safari	Yes	-
Mozilla Firefox	Yes	-
Google Chrome	Yes	Yes

- (b) Browser settings to be enabled:

- Javascript
- Cookies
- Transport Layer Security (TLS) v1.2
- Allow pop-ups from the system