

## DIRCO & Apostille Checklist

### Before You Start

- Confirm the destination country (Hague or non-Hague)
- Confirm whether an Apostille or Authentication is required
- Check if the receiving authority requires originals or notarised copies

### Documents to Prepare

- Original South African document(s) (not laminated)
- Clear scans for pre-check (recommended 350–400 DPI)
- Any additional requirements specified by the receiving authority

### DIRCO Apostille / Authentication

- Standard service: 6–8 weeks (R1 200 per document)
- Express service: 10–15 working days (R2 800 per document, where available)
- Express DIRCO service is not available for South Korea

### High Court Apostille (If Applicable)

- Used for urgent or notarised documents
- Standard turnaround: 1–3 working days
- Same-day service available (documents must be received by 10:30am)

### Courier & Collection

- Local courier available (R250, 2–4 working days)
- International courier available (R1 500, 7–10 working days)
- Original documents released once payment is received

### Important Notes

- Invoices are payable upfront before lodgement
- Laminated documents cannot be accepted by DIRCO
- Some countries require embassy legalisation after DIRCO
- Always confirm destination country requirements in advance