

Cayman Islands Government

Apostille Verification System Guide



CSD COMPUTER
SERVICES
DEPARTMENT

Table of Contents

Introduction..... 3

System Guide 4

 How to Authenticate an Apostille 4

Introduction

This system is an online register for foreign authorities to be able to verify apostilles issued by the Passport & Corporate Services Office (P&CSO) of the Cayman Islands.

Apostilles

An Apostille authenticates public officials' signatures on documents to be used in countries that participate in the Hague Convention¹. These stamps supplement a local notarization.

Verification

Once a document has been affixed with an apostille, it can be presented to foreign authorities overseas and be recognized accordingly for the intended use. To supplement this, the Hague Conference on Private International Law (HCCH) has recommended that Contracting Parties maintain and provide access to an online register (also known as an e-register) for the recipient of an apostille to be able to verify its authenticity. This register represents partial participation in providing e-Apostille (e-APP) services.

¹ The Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, also known as the Apostille Convention, is an international treaty drafted by the Hague Conference on Private International Law.

System Guide

How to Authenticate an Apostille

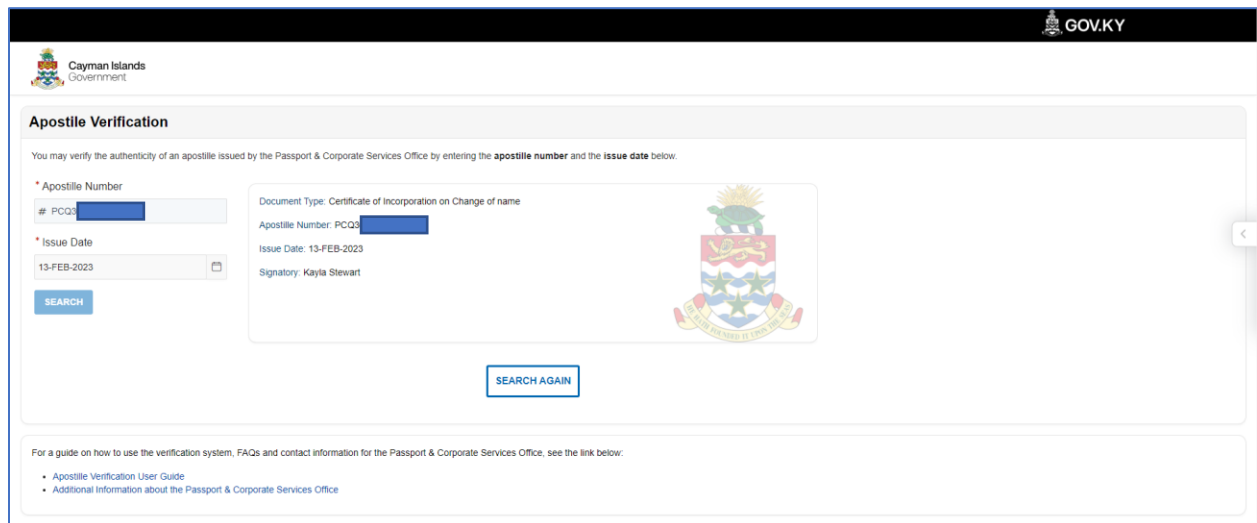
The system has access to a database of information about apostilles that have been created since February 13, 2023. In order to verify an apostille, users are required to enter the apostille number and issue date that they have received. Users will then need to click the “Search” button to submit the form and complete the query request.

The screenshot shows the 'Apostille Verification' page on the GOV.KY website. The page header includes the Cayman Islands Government logo and the GOV.KY branding. The main content area is titled 'Apostille Verification' and contains the following elements:

- A heading: **Apostille Verification**
- Instructional text: "You may verify the authenticity of an apostille issued by the Passport & Corporate Services Office by entering the **apostille number** and the **issue date** below."
- Form fields:
 - A text input field labeled "Apostille Number" with a '#' symbol.
 - A date input field labeled "Issue Date" with a 'DD-MON-YYYY' format and a calendar icon.
- A blue "SEARCH" button.
- A link to a guide: "For a guide on how to use the verification system, FAQs and contact information for the Passport & Corporate Services Office, see the link below:"
- A list of links:
 - [Apostille Verification User Guide](#)
 - [Additional Information about the Passport & Corporate Services Office](#)

The footer of the page includes social media icons for Facebook, LinkedIn, Instagram, Twitter, and YouTube. It also contains the text: "Terms & Conditions | Privacy | Freedom of Information | Contact Us" and "Version 21.2.0 © Computer Services Department 2023". The Cayman Islands Government logo is also present in the bottom right corner.

Once the information has been entered and the user has submitted the request using the “Search” button, a report of the results reiterating the details of a valid apostille will be presented or an alert/error message will explain that the record does not exist in the current database of records.



The screenshot shows the "Apostille Verification" page on the Cayman Islands Government website. The page header includes the Cayman Islands Government logo and the text "GOV.KY". The main heading is "Apostille Verification". Below the heading, there is a sub-heading: "You may verify the authenticity of an apostille issued by the Passport & Corporate Services Office by entering the **apostille number** and the **issue date** below."

The form contains two main sections:

- Apostille Number:** A text input field with the label "# PCO:" and a blue "SEARCH" button below it.
- Issue Date:** A date input field with the value "13-FEB-2023" and a calendar icon, with a blue "SEARCH" button below it.

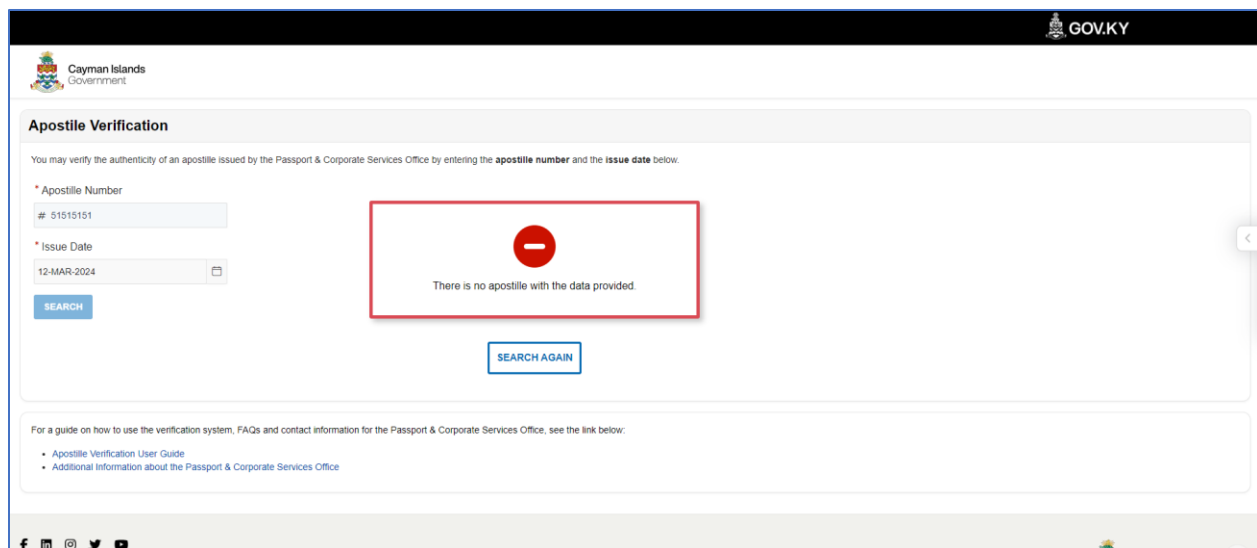
On the right side of the form, there is a preview of the document details:

- Document Type: Certificate of Incorporation on Change of name
- Apostille Number: PCO# [redacted]
- Issue Date: 13-FEB-2023
- Signatory: Kayla Stewart

Below the preview is the Cayman Islands coat of arms. At the bottom of the form area is a blue "SEARCH AGAIN" button.

At the bottom of the page, there is a link to a guide: "For a guide on how to use the verification system, FAQs and contact information for the Passport & Corporate Services Office, see the link below:"

- [Apostille Verification User Guide](#)
- [Additional Information about the Passport & Corporate Services Office](#)



The screenshot shows the "Apostille Verification" page on the Cayman Islands Government website. The page header includes the Cayman Islands Government logo and the text "GOV.KY". The main heading is "Apostille Verification". Below the heading, there is a sub-heading: "You may verify the authenticity of an apostille issued by the Passport & Corporate Services Office by entering the **apostille number** and the **issue date** below."

The form contains two main sections:

- Apostille Number:** A text input field with the value "# 51515151" and a blue "SEARCH" button below it.
- Issue Date:** A date input field with the value "12-MAR-2024" and a calendar icon, with a blue "SEARCH" button below it.

In the center of the page, there is a red-bordered box containing a red circle with a white minus sign and the text: "There is no apostille with the data provided."

Below the error message is a blue "SEARCH AGAIN" button.

At the bottom of the page, there is a link to a guide: "For a guide on how to use the verification system, FAQs and contact information for the Passport & Corporate Services Office, see the link below:"

- [Apostille Verification User Guide](#)
- [Additional Information about the Passport & Corporate Services Office](#)

At the bottom left of the page, there are social media icons for Facebook, Instagram, Twitter, and YouTube.

After the search is complete, the “Search” button is disabled. Therefore, users need to click the “Search Again” button in order to complete another search. Without using this button, users will not be able to successfully submit a request to complete any additional searches.