



Legalization of a Business Document

Requirements	Description
Completed and signed Application Form (download here)	<ol style="list-style-type: none">1. Printed2. Signed by hand3. All fields and sections are required
Original document to be legalized	The document must: <ol style="list-style-type: none">1. Be written in English or Mandarin Chinese. Otherwise, it must be translated into one of these languages by a notary before obtaining authentication from the Israeli Ministry of Foreign Affairs (MFA).2. Signed and authenticated by the Israeli MFA.
Valid identity document of the applicant	Individuals: A valid identity document in English. For Israeli citizens, this must be a passport or driver's license (Israeli ID cards are not accepted). Companies: a valid company certificate of registration

Important Notes

Applicant

The applicant may be either:

- A company
- An individual employee acting on behalf of a company

Submission in person

Applications where the applicant is a company must be submitted through an agent.

When the applicant is an individual employee, the applicant may submit the application in person or appoint an agent.

When the application is submitted by an employee of the company (whether the applicant is the company or an individual employee), the following are required (can be one document):

- Proof of employment by the company; and
- Confirmation that the employee is authorized to submit document legalization applications at this office on behalf of the company.

When the application is submitted by a third party (e.g. lawyer, service provider), the following are required:

- A **Power of Attorney** ([download here](#)) printed and signed is required. Names of the applicant and agent need to be spelled exactly as they appear on their identity documents.
- Agent's valid identity document in English (original and photocopy)
- Lower part of the [Application Form](#) completed by the agent