

Irish Legalization Process

Document Legalization Process

1. Approved Witness Signing - Witness signing of the document by a Commissioner for Oaths or an authorized Solicitor who is approved and on the recommended list of the Department of Foreign Affairs.

(Please phone the Department of Foreign Affairs and Trade to ensure the solicitor is approved **BEFORE** signature witnessing - (01) 4082174 \ (01) 4082322

Example approved solicitor in Dublin for witness signing

Mr. David Walley

Email: david@dwalleysol.com

Phone: +353 1 836 3655

2. Legalization - Bring to the Department of Foreign Affairs for Legalization.

(approx. 1- 2days)

As stated on the Foreign and Commonwealth office website-

<http://www.dfa.ie/home/index.aspx?id=268#2>

Presented to the Department at its Public Office at the following address:

Consular Section
Department of Foreign Affairs and Trade
Hainault House
69 - 71 St. Stephen's Green
Dublin 2

or sent via post to:

Consular Section
Department of Foreign Affairs and Trade
80 St. Stephen's Green
Dublin 2

Tel: (01) 4082174 \ (01) 4082322

The opening hours for the Public Offices in Dublin and Cork are as follows:

Monday - Friday (excluding Bank Holidays)

09:30 – 13:00 and 14:30 – 16:00

Cost per document = Euro 20

3. Authentication - Bring to the Chinese Embassy for Authentication. (approx. 5 working days)

All the steps and requirements for Chinese authentication are outlined by the Ireland Chinese Embassy-

<http://www.fmprc.gov.cn/ce/ceie/eng/Consular/AuthenticationLegalization/t112838.htm>

Application by post is no longer accepted. All applications should be submitted in person or through a travel agent or a courier.

Chinese Embassy
118 Merrion Road,
Ballsbridge,
Dublin 4,
Ireland

Open Monday – Thursday between 9:00 – 12:00 morning time (except public holidays)

E-mail: chinaemb_ie@mfa.gov.cn

Tel: 01-2196651 (Phone access only available from 15:00pm to 16:00pm on Tuesdays, Wednesdays and Thursdays) Fax: 01-2196647

Important Note, the Embassy will be closed on the public holidays in the year of 2013

1 January, Tuesday	New Year's Day
11 February, Monday	Chinese Spring Festival
12 February, Tuesday	Chinese Spring Festival
13 February, Wednesday	Chinese Spring Festival
5 April, Friday	Ching Ming Festival
3 May, Friday	In Lieu of Labour Day
6 May, Monday	Irish Public Holiday

4. Delivery - Send documents by courier to Shanghai (approx. 3 working days)

Shanghai Vision Asset Management Ltd.
Address: 17E, Sun Tong Inforport Plaza 55 Huai Hai West Road,
Xu Hui District, Shanghai, 200030. China
Tel: 0086 21 6280 9118

If you have any questions on the full document legalization process in Ireland, please contact approved Irish solicitor:

Mr. David Walley
Email: david@dwalleysol.com
Phone: +353 1 836 3655
Fax: +353 1 836 3610
Website:

<http://www.ifsc.ie/company.aspx?idcategory=53&idcompany=164>
<http://www.davidwalley.ie/>