



## Notarial Services U.S. Embassy Guatemala City

Notarial services and authentications will be offered at the U.S. Embassy  
**by appointment during the morning only.**  
Make sure you bring **all** the documentation required the day of the appointment.

U.S. consular officers may perform notarial and authentication services similar to those performed by a public notary in the United States. These services are offered to any person regardless of nationality.

### **NOTARIAL SERVICES**

Our notarial services include:

- Taking acknowledgments of signatures on documents to be used in the U.S.
- Executing affidavits and protests of negotiable papers.
- Taking depositions.

### **Requirements**

- Document to be notarized (either for use in the United States or to be signed by a U.S. citizen).
- Personal appearance of the person requesting the notarial services.
- Official Photo Identification (Passport, DPI, driver's license).
- If witnesses are required, you should bring them.
- Fee payment (to pay at U.S. Embassy):
  - The fee for notarial services is \$50, for each signature of the consular officer.
  - It can be paid in cash, (in Quetzales or US dollars), or with a credit card.
  - WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.
  - If you are paying with cash, please bring exact change.

**During the notarization process the officer will:**

- **Confirm your identity**
- **Establish that you understand the nature, language and consequences of the document to be notarized; and are not acting under duress.**
- **Conduct an oath or affirmation that the contents are true to the best of your knowledge.**

## **AUTHENTICATION OF DOCUMENTS**

The U.S. Consulate can authenticate the signatures of Guatemalan officials and certain professionals (such as doctors, attorneys, veterinarians, and sworn translators) who are registered with the Consular Section. You can access to the list of certified professionals in Guatemala by the U.S. Embassy for [doctors](#), [lawyers](#), [veterinarians](#), and [sworn translators](#))

### **Requirements**

- Document to be authenticated (for use in the United States)
- Signature in document must be of a professional registered at the embassy (either for doctors, lawyers, veterinarians and/or legal sworn translators)
- Fee payment (to pay at U.S. Embassy):
  - Authentication of documents cost \$50 each
  - It can be paid in cash, (in Quetzales or US dollars), or with a credit card.
  - WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.
  - If you are paying with cash, please bring exact change.

## **OTHER SERVICES**

### **Certifying True Copies**

#### **Requirements**

- Document to be certified
- One photocopy (if you don't bring the photocopy, we can get one for you at the embassy, with a cost of \$1)
- Fee payment (to pay at U.S. Embassy):
  - Certified copies cost \$50.
  - It can be paid in cash, (in Quetzales or US dollars), or with a credit card.
  - WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.
  - If you are paying with cash, please bring exact change.

Some documents may need to be [notarized or authenticated](#) by Guatemalan authorities first, before doing it in the U.S Embassy. For further information on the authentication chain please contact:

Ministerio de Relaciones Exteriores  
Oficina de Auténticas del Departamento de Estado

Av. Reforma 4-17 Zona 10  
Ciudad de Guatemala  
Phone (502) 2410-0000

To make an appointment  
go to <http://guatemala.usembassy.gov/uspasportappointments.html>  
Appointments for notarial services will be Monday through Thursday **in the morning ONLY**.  
Most of the documents will be ready within the same day, the officer will indicate the time to be  
picked- up at the American Citizen Unit.

### Notarial Services and Guatemalan Consulates in the United States

When you need to use a document prepared **originally in the United States** (such as birth certificate, marriage certificate, divorce decree or death certificates, police reports) for use in Guatemala; you need to contact a Guatemalan Consulate or Embassy in the United States since these documents have to be notarized there.

Once the Guatemalan Consulate has notarized the U.S. document, the Guatemalan Ministry of Foreign Affairs in Guatemala City must authenticate the signature of the consular officer for the document to be legally valid in Guatemala.

U.S. court documents must be triple certified to be valid in Guatemala.

The chain of authentication is as follows:

- the judge signs the document(s);
- the clerk of the court certifies the judge's signature; and
- a Guatemalan consulate legalizes (authenticates) the signature of the clerk.

Guatemala has an Embassy in Washington D.C., and Consulates in different states like Texas, California, Florida, New York, Colorado, Arizona, Georgia, Rhode Island, Illinois and Maryland; that can assist you with your documentation.