



U.S. CONSULATE GENERAL
10th Floor, 615 Macleod Trail S.E.
Calgary, Alberta T2G 4T8
Tel. (403) 266-8962 Fax (403) 264-6630

Open to the public: 1:00 pm to 3:00 pm Mon thru Fri
Closed U.S. and Canadian holidays

NOTARIAL SERVICES

Please book a notarial [appointment](#). Review [security information](#) before visiting our office.

ACKNOWLEDGMENTS: To have your signature witnessed on legal documents, for use in the United States, bring the documents and instructions to the Consulate, along with one form of photo identification for each person signing the documents. **The fee for an acknowledgment is \$50.00 U.S. funds for each document.**

FEES ARE ACCEPTED IN THE FORM OF A BANK OR POSTAL MONEY ORDER IN U.S. FUNDS. PAYABLE TO THE "U.S. CONSULATE GENERAL". CREDIT CARDS ARE ONLY ACCEPTED IN PERSON. WE DO NOT HAVE THE FACILITIES TO ACCEPT PAYMENT BY DEBIT CARD.

AUTHENTICATIONS: If traveling to the Consulate is inconvenient, you may instead sign the documents before a Notary Public in Canada or the United States. Most lawyers in Canada are Notaries Public. If signing before a Canadian Notary, many states require a Consulate/Embassy to authenticate the signature. Authentication requests can be mailed to our office. **THE FEE TO AUTHENTICATE THE SIGNATURE AND SEAL OF A NOTARY PUBLIC IS \$50.00 U.S. FUNDS FOR EACH DOCUMENT.**

PLEASE PREPARE MONEY ORDERS IN THE EXACT AMOUNT REQUIRED. IF MONEY ORDERS ARE NOT IN THE EXACT AMOUNT THEY MUST BE RETURNED REQUESTING THE CORRECT FEE. WE CANNOT ACCEPT, OR SEND, CASH IN THE MAIL.

In order to authenticate the signature of a Notary Public, a sample of the signature and seal must be on file with the Consulate. **There is no fee to register a Notary with this office.** The Notary Public should provide a 3" x 5" index card showing the following:

- Current name and address of Notary printed or typed;
- Sample signature and impression seal;
- Date commission expires. If the commission does not expire please note that on the card;
- A copy of his/her membership card issued by the Law Society or a copy of the Notary's Letter of Acceptance verifying his/her notarial commission.

DOCUMENTS MAILED TO OUR OFFICE ARE RETURNED BY CANADA POST ONLY.
WE ARE UNABLE TO RETURN ITEMS BY COURIER.

IF SUBMITTING YOUR DOCUMENTS BY MAIL, PROVIDE A COMPLETED WAYBILL ALONG WITH AN [EXPRESS POST OR PRIORITY POST ENVELOPE ONLY](#) LARGE ENOUGH TO CONTAIN YOUR DOCUMENTS. THESE CAN BE OBTAINED FROM ANY POSTAL OUTLET.

THE FOLLOWING NOTARY SERVICES ARE **NOT** PROVIDED BY THE CONSULATE:

- **Authentication of U.S. state issued documents** (e.g. birth, marriage, death certificates)
- **Medallion Signature Guarantees**
- **Authentication of U.S. academic credentials**

For further information on these topics go to:

<https://ca.usembassy.gov/u-s-citizen-services/local-resources-for-u-s-citizens/notaries-public/>