

Definition:

Legalization means authenticating signature of any governmental officer or public officer appointed by the government.

Legal Basis:

State Gazette of 1909 Number 291 regarding Legalization of Signature.

Requirements for Application of Legalization by the Ministry of Justice and Human Rights

1. Legalization application letter signed by the applicant.
2. Copy of KTP (Resident Identity Card) of the applicant.
3. Copy of the document to be legalized.
 - a. If the document to be legalized is in the form of translated version from Indonesian language into a foreign language, photocopy of the Indonesian version of the document should be enclosed.
 - b. In case the document to be legalized is a corporate document, Power of Attorney from Board of Directors and photocopy of KTP (Resident Identity Card) of the principal and the proxy should be enclosed.
4. Rp 6,000 revenue stamp for each document to be legalized.
5. Receipt of payment of No-Tax State Revenue (PNBP).

Note:

A document may be legalized if the signature of the officer that signs the document that will be legalized corresponds to the specimen of the said officer's signature kept at the Civil Directorate, Directorate General of Public Law Administration.

Requirements for Application of Legalization by the Ministry of Public Affairs

1. Submitting application of legalization accompanied with the reason for the use of the relevant letter/document abroad.
2. The translation of the letter/document by an authorized translator into the language of the country of destination.
3. Photocopy of the letter/document that has been legalized by the Ministry of Justice and Human Rights.
4. Rp 6,000 revenue stamp for each letter/document to be legalized.