Targmna Damotsmebit · targmnadamowmebit.ge

115 Davit Aghmashenebeli Ave, Tbilisi · +995 500 09 11 68 (WhatsApp, Viber)

Checklist: visa, residence or work abroad

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1. Before you start, ask the recipient

- Ask for the document list in writing, or for the official page that lists it.
- What does a Georgian document need: an apostille or consular legalization?
- Who must translate: is a translation notarized in Georgia accepted, or do they need a sworn translator in their country?
- How old may the documents be? Some bodies accept only documents issued in the last 3-6 months.

2. Documents that are most often requested

- ☐ Passport. A translation is needed only if the recipient asks for one. no apostille
- ☐ Birth certificate. Issued by the Public Service Development Agency. apostille possible
- ☐ Marriage certificate, if your family travels with you. apostille possible
- ☐ Criminal record certificate. Issued by the Ministry of Internal Affairs Service Agency in 3 or 1 working day. Valid for 15 calendar days, so get it last. apostille possible
- ☐ Employment letter and bank statement. These are private-company documents: they need a notarized translation. no apostille
- ☐ Diploma, if a work visa requires a qualification. The National Center for Educational Quality Enhancement decides on the apostille. apostille possible
- ☐ Certificate of health status, if requested. Issued by a medical institution. apostille possible
- ☐ Consent for a child to travel abroad, if a child travels with one parent. It is drawn up by a notary. apostille possible

3. The right order

1. Get the document from the issuing body.
2. For a Hague Convention country: an apostille on the original. For other countries: legalization (the Agency, then the Ministry of Foreign Affairs, then the embassy of the destination country).
3. Translation, including the apostille or legalization stamps. Names follow your passport.
4. The notary certifies that the translator's signature is genuine.

> An apostille cannot be placed on a notarized translation or a notarized copy, so the apostille always comes before the translation.

4. Timing

- Apostille at the Public Service Development Agency: on the 8th, 4th or 2nd working day, or the same day.
- Apostille on an educational document: 8, 4 or 2 working days.
- Apostille on a document of the Ministry of Internal Affairs Service Agency, such as a criminal record certificate: 5 working days, or 1 when expedited.
- Legalization timing depends on the embassy.
- Our translation and notarization: 1 working day, or 1-2 hours with express for orders received during working hours.

How we help

Send us a photo of the document: we check whether it can get an apostille, tell you the right order, and carry out the translation and notarization. Files are deleted from our server within 30 days.

This list is a guide. The recipient always has the final say. State timelines: sda.gov.ge and sa.gov.ge.