



*Embassy of the United States of America
Abidjan, Cote d'Ivoire
Consular Section*

Notarial Services

Notarial services are available to all U.S. passport holders and to foreign nationals with documents destined for use in the United States. They are executed by Consular Officers and may include documents to be signed before them, statements made under oath, affidavits and acknowledgments.

Notarial services are performed on a walk-in basis at the American Citizens Services (ACS) Unit during working hours. The ACS section is open to the public from 8:00 a.m. to 12:00 noon, Monday and Wednesday and from 1:30 p.m. to 4:00 p.m. Tuesday and Thursday.

To notarize a document, you must come in person to the office with the following documents:

- A valid passport or piece of identity issued by a Government agency, driver's licenses are acceptable, student's ID's are not.
- The document to be notarized
- The fee is \$50.00. Payment must be made in cash, dollars or CFA equivalent.

If your document must also be witnessed, please bring your witnesses with you. Consular officers and staff may NOT be witnesses for notarial purposes.

The notarial services performed include taking of oaths, acknowledgment of signatures, certification of true copies for Social Security and Internal Revenue Services purposes, and authentication of signatures.

In most cases the document will be ready the same day.

Please note that the consular officer may refuse any notarial service when:

- The host country does not authorize the performance of the service;
- The document will be used in transaction that may be prohibited by U.S law;
- The officer believes that the officer believes that the document will be used for a purpose that is unlawful, improper, or inimical to the best interests of the United States.
- Consular officers are also prohibited from giving legal advice or acting as witnesses.