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Date: 08/08/2026
DICTT
ITE&C,
Panaji-Goa.



Government of Goa
HOME DEPARTMENT

(INTERNATIONAL COOPERATION UNIT)

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NOTIFICATION

The Government of Goa is hereby pleased to formulate the following standard operating procedure (SOP) for pre-authentication of personal, commercial and educational documents destined for use abroad, prior to their submission for Apostille/ Attestation by Ministry of External Affairs (MEA), Govt. of India.

The CPV Division of the MEA which has administrative jurisdiction over this subject, has authorized the Regional Passport Officer (RPO), Goa to issue the Apostille on public documents in Goa since India is a member of the Hague Apostille Convention, 1961 which abolishes the requirement of legalization of foreign documents for use in any member country once an Apostille certificate (including e-Apostille) has been affixed on it by the concerned member country where the said document originates. However, in case of non-signatory countries, the document is endorsed with MEA Attestation, before its onward legalization at the Embassy/ High Commission/ Consulate General of concerned foreign country, as may be required, before its use abroad.

In order to ensure the authenticity and genuineness of documents submitted for Apostille / Attestation, the MEA requires that such documents are pre-authenticated by the **Documents Issuing Authorities (DIAs)** in the concerned States / UTs. The DIAs appointed in the State of Goa are as follows:

Sr. No.	Documents Issuing Authority	Type of document
(1)	Director of Education	All educational documents upto HSSC.
(2)	Director of Technical Education	All educational documents issued by professional colleges/ Technical institutions affiliated to the Goa University/ Goa Board of Technical Education.
(3)	Director of Higher Education	All other educational documents issued by non-professional colleges/ institutions affiliated to the Goa University.
(4)	Director of Skill Development and Entrepreneurship	All educational documents issued by institutions affiliated to/ under purview of Directorate of Skill Development and Entrepreneurship.
(5)	Under Secretary (Home- II)	All personal and commercial documents.

In view of the above, the following procedure shall be adopted by all Departments/ Offices/autonomous bodies/ semi-autonomous bodies of the Government of Goa in regard to documents issued by authorities/ officers under their administrative control:

(a) The signature of every authority/ officer authorized to issue documents shall be compulsorily registered with the **Documents Issuing Authorities (DIA)** by the relevant Head of Department/ Office with clear details as regards the type of document/s which they are authorized to issue.

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(b) The DIA shall, on receipt of a document for pre-authentication, attest the signature of the concerned authority/ officer on the public document.

(c) A Notary appointed under the Notaries Act, 1952 (Act 53 of 1952) and the rules framed there under, shall compulsorily register his signature with the **Documents Issuing Authorities (DIA)**. The DIA shall however pre-authenticate only those document/s which the Notary is authorized to execute, namely, affidavits/ declarations/ agreements/ power of attorney, etc.

(d) As regards Canonical documents signed by the Notary based at the Paco-Patriarchal, Archbishops house, Altinho, Panaji, the **DIA** shall on receipt of such document for pre-authentication, attest the signature of the Notary of Paco-Patriarchal on the canonical document, subject to the condition that the said signature is registered with the DIA.

(e) As far as possible, it shall be the endeavor of the DIA to pre-authenticate original documents or certified copies issued by the Government officers. In rare cases, where the certified copy issued by concerned Government Department/ office is not available for whatever reason, it shall be the responsibility of the DIA to inspect the original document and pre-authenticate its photocopy.

(f) Once the pre-authentication is completed by the DIA on the document, it may be submitted to the MEA outsourced service providers (OSP) for obtaining the Apostille/ MEA Attestation on the same in Goa.

This SOP shall come into force on the date of its publication in the Official Gazette.

By Order and in the name of
the Governor of Goa



(Dr. V. Candavelou, IAS)
Chief Secretary/Principal Secretary (Home)

To,

1. The Director, Printing & Stationery, Goa, for favour of publication in Official Gazette.
2. The Director, Department of Information & Publicity, Panaji-Goa with a request to issue a suitable press note for general information of the public.
3. The Director, Directorate of Education, Porvorim-Goa.
4. The Director, Directorate of Higher Education, Alto-Porvorim-Goa.
5. The Director, Directorate of Technical Education, Alto-Porvorim-Goa.
6. The Director, Directorate of Skill Development & Entrepreneurship, Panaji, Goa
7. The Under Secretary(Home-II), Home Department (F&CD), Secretariat - Goa.
8. The Regional Passport Officer, Goa

Copy to:

1. The Joint Secretary (CPV), Ministry of External Affairs, Govt. of India.
2. The Secretary to Governor, Lok Bhavan, Dona Paula-Goa.
3. The Secretary to Chief Minister, Mantralaya, Porvorim-Goa.
4. The O.S.D's. /P.S's. to Ministers/Speaker/Dy.Speaker, Porvorim-Goa.
5. All Secretaries to Government of Goa.
6. All Departments in the Secretariat.
7. All Heads of Departments/Offices.
8. All Local Heads of Central Govt. Offices.
9. The Archbishop of Goa, Paco-Patriarchal, Altinho, Panaji.
10. Office copy.
11. Guard file.