**1. LEGALIZATION APPLICATION**

Applications can be made either **in-person** or **via mail**. For in-person applications of Turkish citizens, scheduling an appointment on [www.konsolosluk.gov.tr](http://www.konsolosluk.gov.tr) is mandatory. For foreigners, please send an e-mail to consulate.losangeles@mfa.gov.tr to schedue an in-person appointment.

Electronically signed documents are NOT accepted for any of the below requirements.

Any submission with missing paperwork/seal will not be legalized and returned back.

For mail applications, the documents are legalized in the order they are received. Pick-up or express postal services are recommended if there is an urgency.

Fees are per document. For in-person applications fees are paid in cash. Money Orders should be for “Turkish Consulate General in Los Angeles”.

The minimum fee for Invoice/Exporter Declaration is 18,93 USD. If the fee you calculated is below that number, please send 18,93 USD.

**Address: 8500 WILSHIRE BLVD. STE 900**

**BEVERLY HILLS, CA 90211**

**EXPORTER REGISTRY**

**Required documents:**

1. Cover letter including what you are applying for, breakdown of what the fees included,

2. Exporter Registry Form with a raised seal, Chamber of Commerce seal in ink, name of the person and the date (1 set original, 1 set photocopy),

3. Fee as Money Order or Cashier’s check for 18,93 USD (flat rate) for each document,

4. A prepaid self-addressed return envelope with a tracking number.

**INVOICE *(each fee should be calculated and rounded up for that individual document)***

**Required documents:**

1. Cover letter including what you are applying for, breakdown of what the fees included,

2. “Invoice” with a raised seal, Chamber of Commerce seal in ink, name of the person and the date (1 set original, 1 set photocopy),

3. Prepaid amount should be included in the grand total (if you include the consular fee in the invoice, the consular fee will be added to the grand total.),

4. Fee as Money Order or Cashier’s check,

i) Grand total USD value \* 0,00227 the figure should be rounded up to the nearest whole number.

ii) The minimum fee for Invoice/Exporter Declaration is 18,93 USD. If the fee you calculated is below that number, please send 18,93 USD.

5. Prepaid self-addressed return envelope with a tracking number.

**SALES CONTRACT *(each fee should be calculated and rounded up for that individual document)***

**Required documents:**

1. Cover letter including what you are applying for, breakdown of what the fees included,

2. “Sales Contract” with The Notary Public seal in ink, name of the person and the date. County Clerk certification (1 set original, 1 set photocopy),

3. Prepaid amount should be included in the grand total (if you include the consular fee in the invoice, the consular fee will be added to the grand total.),

4. Fee as Money Order or Cashier’s check,

i) Grand total USD value \* 0,00113 the figure should be rounded up to the nearest whole number.

ii) The minimum fee for Sales Contract is 18,93 USD. If the fee you calculated is below that number, please send 18,93 USD.

5. prepaid self-addressed return envelope with a tracking number.

**CERTIFICATE OF ORIGIN**

**Required documents:**

1. Cover letter including what you are applying for, breakdown of what the fees included.

2. Certificate of Origin Form with a raised seal, Chamber of Commerce seal in ink, name of the person and the date (1 set original, 1 set photocopy),

3. Fee as Money Order or Cashier’s check for 18,93 USD (flat rate)

4. Prepaid self-addressed return envelope with a tracking number.

**EXPORTER DECLARATION (ELECTRONIC EXPORT INFORMATION) *(each fee should be calculated and rounded up for that individual document)***

**Required documents:**

1. Cover letter including what you are applying for, breakdown of what the fees included,

2. Exporter Declaration Form (or EEI) with a raised seal, Chamber of Commerce seal in ink, name of the person and the date (1 set original, 1 set photocopy),

3. Prepaid amount should be included in the grand total (if you include the consular fee in the invoice, the consular fee will be added to the grand total.),

4. Fee as Money Order or Cashier’s check,

i) Grand total USD value \* 0,00113 the figure should be rounded up to the nearest whole number.

ii) The minimum fee for Sales Contract is 18,93 USD. If the fee you calculated is below that number, please send 18,93 USD.

6. Prepaid self-addressed return envelope with a tracking number.