

July 14, 2023

**A:**

[REDACTED]

**De: Ricardo J. Pitre Yulfo, Esq.**  
*Attorney– Legal Affairs Division*  
Office of Inspector General Puerto Rico (OIG-PR)

**RE: ANSWER TO INQUIRY**

Dear Mrs. Hendrix:

Greetings. On July 6, 2023, the Inspector General Office of Puerto Rico (OIG-PR), received an email inquiry from you, concerning the following:

*I am trying to get five birth certificates and one marriage certificate apostilled to use in Italy. I wanted to know the process and the requirements that are needed before sending these documents to Puerto Rico to be apostilled. I understand that I need Internal stamps, but I do not know where to get them from. Is there a link or number to call and place an order or do I have to make it know in the cover letter when sending the documents to be apostilled?*

Our office always reaffirm our commitment to provide the best service to those who reach out to us. After a careful evaluation of your inquiry, the Agency provides the subsequent information.

The OIG-PR was created by Act No. 15-2017, better known as the “*Puerto Rico Inspector General Act*”. According to the Act, the OIG-PR has legal authority and jurisdiction to strength, prevent, oversight, investigate and audit the use of public funds and property of the Government of Puerto Rico and its agencies or instrumentalities. In terms of the powers delegated to our office, the OIG-PR jurisdiction falls solely on public employees or officials and government agencies under the Executive Branch of the Government of Puerto Rico. Accordingly, the matter you brought before our consideration is not under the scope of jurisdiction, powers nor responsibilities delegated to our office.

**PO Box 191733 San Juan, PR 00919-1733**

However, in an effort to assist you, we inform you that you can find more about the apostille of a document to be used in a foreign country by contacting the Department of State. For your benefit, we provide you below the phone number and the link to the website where you can find information about the requirements and the process for the apostille service.

Additionally, we provide you with the link to the webpage of “*Colecturía Virtual*”, where you can learn about the different transactions that can be made online, like acquire the internal revenue stamps.

**DEPARTMENT OF STATE – GOVERNMENT OF PUERTO RICO**

Phone: (787) 722-2121 or (787) 722-2122; Ext. 1100 [General Services] / 1201 [Certifications and Bylaws] (Monday to Friday - 8:00am to 4:30pm)

Services Website: <https://www.statedepartment.pr.gov/apostilles>

**“COLECTURÍA VIRTUAL” OF THE DEPARTMENT OF THE TREASURY –  
GOVERNMENT OF PUERTO RICO**

Website: <https://colecturiavirtual.hacienda.pr.gov/portal/en-us/>

The OIG clarifies that the information contained herein is strictly based on the specific facts and information submitted for our consideration. Therefore, it does not extend to any other facts, elements, or information not included in the initial request. If additional evidence or documents relevant to this matter would be submitted, this recommendation conclusion will be void. We also make the caveat that the information contained in this document is strictly provided for orientation purposes and doesn't constitute a legal consultation or opinion, as defined by the Supreme Court, nor protected by the privileges of the attorney-client relationship.

If you have any information regarding the misuse and abuse of Government Funds, you may contact us through our confidential email [informa@oig.pr.gov](mailto:informa@oig.pr.gov).

We appreciate your trust in Puerto Rico's OIG. In the Legal Affairs Division, we are at your service to assist in any other matter under the scope of our jurisdiction.