

Notarial

Fact sheet



Notarial services

The role of a notary public is to verify and certify documents for use abroad. This involves:

- verifying the identity and address of the client;
- ensuring the client understands the purpose of the document (not advising on the merits of the document or transaction itself);
- checking the document meets the requirements of the relevant jurisdiction; and
- in some cases, obtaining legalisation from the UK Foreign & Commonwealth Office by way of apostille and further legalisation by the appropriate embassy. This is sometimes required for a document to be effective in the receiving jurisdiction.

Documents and information needed for an appointment with a notary public are:

- proof of identity and address (photographic ID and recent utility bill);
- unsigned document (which will be signed in the presence of the notary); and
- original documents of which certified copies are needed.

If any of the documents are in a foreign language, please contact one of our notaries for advice on what is required to ensure they can fulfil their obligation to explain the purpose of the document.

Fees

The costs of our notarial services will vary depending on the circumstances and you should contact one of our notaries for a specific costs estimate. This information is included as a guide.

Basic fees

To notarise up to two straightforward, concise documents written in English or to certify up to four copies of an original document, we charge a standard fee of £70 plus VAT.

For other matters, an hourly rate of £220 plus VAT applies.

Legalisation fees

If an apostille from the Foreign & Commonwealth Office is required by the relevant jurisdiction the following additional charges may apply:

- £30 for a normal application for an apostille;
- £75 for an emergency apostille (same day service);
- agent's fees for obtaining the apostille from the Foreign & Commonwealth Office in Milton Keynes – from £9 plus VAT per document (variable depending on urgency); and
- separate charges imposed by the relevant embassy or consulate – we will be able to confirm the specific charges that apply in your case.

Notarial terms of business

Availability – our hours of business are 9am-5.30pm Monday to Friday. If you require a notarial appointment outside these hours, please contact one of our notaries as far in advance as possible.

Payment of fees – payment by cash, cheque or card will normally be required on the day of your appointment or when you collect your documents, once they have been legalised. Please contact us if you would like to discuss an alternative payment method.

Limited liability – our notaries carry indemnity insurance of up to £5 million.

Relevant law – the law of England and Wales governs your contract with our notaries.