



Apostille of The Hague

Low Cost Apostille Service

ORDER FORM

The Apostille Service
3 The Quadrant
Coventry
CV1 2DY
Tel: 02476 108888

info@hagueapostille.co.uk
info@embassylegalisation.co.uk

1. Choose your legalisation services here	No. of Documents	Total
Standard apostille service	_____ x £54	= £_____
Apostille and solicitor certification	_____ x £66	= £_____
Full Embassy legalisation for country 1 _____	_____ x £_____	= £_____
Full Embassy legalisation for country 2 _____	_____ x £_____	= £_____

2. Do you want the original document(s) legalised or copies legalised? Do original / Make copy
(Some documents such as birth and marriage certificates must be legalised as originals) (Delete as appropriate)

3. Additional services

Scan & Email Service before dispatching documents (charge per order not per document) <small>(We will scan the page containing the apostilled signature and the apostille/embassy stamp only)</small>	£12	= £_____
Translation into _____ (language) Contact us for a price	_____ x £_____	= £_____
Other Service _____ Contact us to agree other services	_____ x £_____	= £_____

4. Choose your return delivery option

<u>UK Delivery</u>	Cost	Tick	<u>International Delivery</u>	Cost	Tick
UK Next Day Courier*	£10	<input type="checkbox"/>	Airmail* (approx 5 to 10 days)	£12	<input type="checkbox"/>
UK First Class Post*	£Free	<input type="checkbox"/>	DHL Courier* (1 to 2 days)	£50	<input type="checkbox"/>

(*Please note UK Next Day Courier & DHL are covered by carriers own guarantees. First Class & Airmail have no tracking, guarantee or insurance)

5. ORDER TOTAL add the fees in sections (1) + (3) + (4) above **TOTAL CHARGE = £**

6. Describe your documents here (e.g. 1 x birth cert for jones)

7. Which country are you using the documents in? _____

8. Choose your payment method

Writing your card or paying by cheque or postal order is the fastest option as we can get started immediately

Card Number: _____ (Visa debit, Visa credit and MasterCard)
 Expiry Date: _____ 3 Digit Security Code: _____ (on reverse of card where you sign)
 Card holders signature: _____

I enclose a cheque or postal order payable to 'The Apostille Service'

Please email me bank transfer OR online card payment instructions

Please call me for card payment instructions

IMPORTANT FOR URGENT ORDERS!
 If you pay by writing your card on the form, or include a postal order/cheque we can start as soon as we receive the order. Orders over £500 must be paid by bank transfer.

9. Contact/Invoice Details	Delivery Details (if different to contact)
Name: _____	Name: _____
Address: _____ _____ _____	Address: _____ _____ _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

Make sure you have completed all sections of this form (section 3 can be left empty). **Pay by card or cheque or postal order if you are in a rush. Now post or email this completed form & documents to the address at top of the form.**



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DOCUMENT LIST

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Ordering your apostille is simple. Identify if your document is 'standard apostille' only or requires 'solicitor certification and apostille' from our list of documents below and post your document to us with the completed order form.

'Standard Apostille' Service £54 inc vat

These documents **DO NOT** normally require solicitor certification:

Birth Certificate	No Impediment Certificate
Marriage Certificate or Civil Ceremony Certificate	Subject Access Reports
Death Certificate or Coroners Certificate	Divorce Document - Decree Absolute or Nisi
Affidavits witnessed by a solicitor	Letters of Attendance signed by your solicitor
Power of Attorney witnessed by a solicitor	Deed Poll Name Change signed by your solicitor
Medical Notes and Certificates - Signed by Doctor	Certificate of Good Standing
Criminal Record Checks - Signed (CRB)	Companies House Document signed by Registrar
Disclosure Scotland (signed by your solicitor)	HMRC Certificate of Residency
Access Northern Ireland	HMRC Letters signed by an HMRC officer
NPCC - ACPO - ACRO - NIS Certificates	Certificate of Free Sale
Police Letters	Rural Payments Agency Documents
Last Will & Testament stamped by a court or signed by a solicitor	Solicitor signed documents
	Notary Public witnessed documents

Other company documents, Companies House certificates, memorandum & articles of association, incorporation documents, minutes, reports etc. will need signing by a solicitor first – See Section 2 below if you have not already had your documents certified.

Other personal documents including employment letters, tax information, may need signing by a solicitor – See Section 2 below (if in any doubt please call or email us for advice)

'Solicitor Certification & Apostille' Service £66 inc vat

These documents normally **DO** require our solicitor certification service and apostille:

Education & Personal Documents

Disclosure Scotland not signed
Basic or Enhanced Disclosures not signed
Degree or Masters Certificate
A Levels, O Levels, GCSEs
School, College, or University Letters
TEFL, TESOL, TESL or Diploma
NVQ, GNVQ, Employment Awards
Transcripts of study
Professional Qualifications
Other Academic Documents
Employment Letters
P60's, Tax Return
Driving License, Passports

Company Documents

Certificate of Incorporation
Certificate of Name Change
Memorandum and Articles of Association
Companies House Documents
Resolutions and Minutes
Confirmation Statements
VAT Certificates
Accounts or Tax Returns
Contracts and Bills Of Sale
Licenses and Agreements
Certificate of Residency
Purchase or Sale documents
Other Company Documents

Our solicitor will check the documents and certify them before the apostille certificate is issued. This will ensure a successful apostille service for documents being used outside of the UK. We may require a consent form to be supplied so that we can verify the document with the issuing body. We will let you know if this is required.

Embassy Attestation and Legalisation

Countries that are not members of the Hague Convention will request that documents are attested and legalised by the relevant embassy. Our all-inclusive attestation service will ensure your document is legalised correctly

We currently offer embassy attestation for documents being used in the following countries. If the country you require is not listed please contact us we can often still help.

ALGERIA	EGYPT	JORDAN	PHILIPPINES	TANZANIA
BANGLADESH	ETHIOPIA	KUWAIT	QATAR	TUNISIA
CANADA	GUATEMALA	LEBANON	SAUDI	UAE
CHINA	INDONESIA	MALAYSIA	SRI LANKA	VIETNAM
CUBA	IRAQ	MOZAMBIQUE	SUDAN	ZIMBABWE

contact us if a country is not listed that you need

If you need any help please call or email for help