



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?

(Some documents such as birth and marriage certificates must be legalised as originals)

Do original / Make copy

(Delete as appropriate)

3. Additional services

Scan & Email Service before dispatching documents (charge per order not per document) <i>(We will scan the page containing the apostilled signature and the apostille/embassy stamp only)</i>	£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

Name: _____
 Address: _____

 Telephone: _____
 Email: _____

Delivery Details (if different to contact)

Name: _____
 Address: _____

 Telephone: _____
 Email: _____

Our terms and conditions for all services are available on our website and must be read prior to ordering. By submitting an order to us you are agreeing to these terms and conditions.

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

The Apostille Service

3 The Quadrant

Coventry

CV1 2DY

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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 | Company Documents |
| Disclosure Scotland not signed | Certificate of Incorporation |
| Basic or Enhanced Disclosures not signed | Certificate of Name Change |
| Degree or Masters Certificate | Memorandum and Articles of Association |
| A Levels, O Levels, GCSEs | Companies House Documents |
| School, College, or University Letters | Resolutions and Minutes |
| TEFL, TESOL, TESL or Diploma | Confirmation Statements |
| NVQ, GNVQ, Employment Awards | VAT Certificates |
| Transcripts of study | Accounts or Tax Returns |
| Professional Qualifications | Contracts and Bills Of Sale |
| Other Academic Documents | Licenses and Agreements |
| Employment Letters | Certificate of Residency |
| P60's, Tax Return | Purchase or Sale documents |
| Driving License, Passports | 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	<i>contact us if a country is not listed that you need</i>
BANGLADESH	ETHIOPIA	KUWAIT	QATAR	TUNISIA	
CANADA	GUATEMALA	LEBANON	SAUDI	UAE	
CHINA	INDONESIA	MALAYSIA	SRI LANKA	VIETNAM	
CUBA	IRAQ	MOZAMBIQUE	SUDAN	ZIMBABWE	

If you need any help please call or email for help