Please describe your documents here - *(For example - Birth Certificate for Jones)*

**Apostille Only** *(no solicitor certification required)*

- Examples - Birth certificate • Marriage Certificate • Death Certificate • Court sealed document • Certificate of no impediment to marriage • Document already signed by a solicitor or notary • CRB-DBS already signed by issuing body • Police Certificates (ACPO) • HMRC Tax Office signed docs • POA signed by solicitor or notary • Call us if you are not sure ...

How many documents do you have in this section? _____ x £54 each = £

**Apostille with Solicitor Certification**

- Examples - UK Degrees, Transcripts, Supplements • GCSE,CGE • TEFL,CELTA • School Reports • Letters of Attendance • Certificate of Incorporation • Mem and Arts • Other Company Documents • Police Certificate or Disclosure Document (CRB/DBS) • Passport • Driving Licence • Proof of Address • Employment Reference Letters • Call us if you are not sure ...

How many documents do you have in this section? _____ x £66 each = £

**Embassy Legalisation** *(This is only required for some countries - contact us for guidance)*

Which Embassy/Country? _______________

Number of documents in this section _________ x £_________ each = £

**Translation Service** *(if a translation is required contact us for the correct price)*

Translate into ______________________ *(which language)*

Total cost to be agreed with us in advance, then enter the amount here £

**Other Services** *(if required)*

- Scan and Email service before dispatch for £12 *(Add fee here if required)* £

**Do you want us to legalise the original document or make a copy to legalise?**

Some documents have to be legalised as originals e.g. birth certificates, CRB's or documents certified by your own solicitor

If you are unsure ask the person requesting the document

(Circle as required) Do original / Make copy

**Return Delivery Method**

- UK Standard Post £ Free *(No tracking and NO insurance)*
- Overseas Airmail Post £12 *(Full tracking and insured* by the courier)*
- Overseas DHL Courier £50 *(Recommended)*

*Insurance provided by couriers is limited to the value of the order

Return delivery charge = £

**Which Country are the documents for? __________________**

Tips to ensure the fastest service! Answer questions 6, 7 and 8 above, if you ignore these questions it may delay your order. If you write your card details on this form we can start the order as soon as we receive it.

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.