



Foreign &  
Commonwealth  
Office

# THE LEGALISATION OFFICE IN MILTON KEYNES



[www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation)



## WHAT IS LEGALISATION?

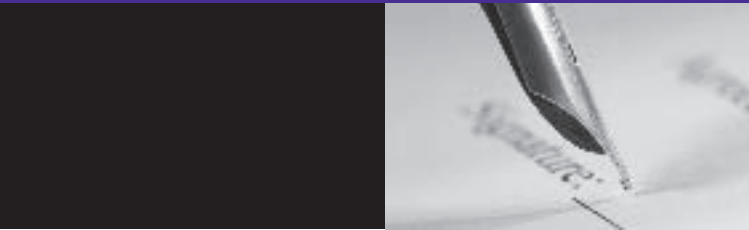
Legalisation is the official confirmation that a signature, seal or stamp on a document is genuine. But having a document legalised doesn't mean that its contents are accurate, and it does not carry any sort of official approval by the Foreign & Commonwealth Office. And all we can do is legalise documents, we can't translate them or offer any other services.

## HOW DO WE LEGALISE DOCUMENTS?

First we check the signature, seal or stamp on the document against our database. Then we attach an apostille (the legal term for the legalisation certificate) to confirm that it is genuine.

## WHY DO DOCUMENTS NEED TO BE LEGALISED?

If you are going to use British documents overseas, for business or personal reasons, you may be asked to have your documents legalised before they can be accepted. The FCO stamp of authenticity gives the person you're dealing with complete confidence that it's the genuine article.



## HOW MUCH DOES IT COST?

The fee for the standard legalisation service is currently £27\* per document or per legalisation if a document has more than one signature, stamp or seal that needs to be legalised. If you are visiting our public counter in Milton Keynes you can pay by credit/debit card, or company\*\* cheque, or in cash at the counter.

If you are posting your documents to us, you can also pay on-line, by postal order or by company\*\* cheque. Please note that an extra £6\* should be added to total for each document, or batch of documents, to enable them to be returned to you by Special Delivery. Please do NOT send cash in the post.

Please check our website for more information BEFORE you send your documents to us, or take them to our public counter in Milton Keynes: [www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation).

\* Correct at time of going to print. Fee may increase in 2009 – please check our website.

\*\* Sorry, but we cannot accept personal cheques.

## WHAT DOCUMENTS DO I NEED TO LEGALISE?

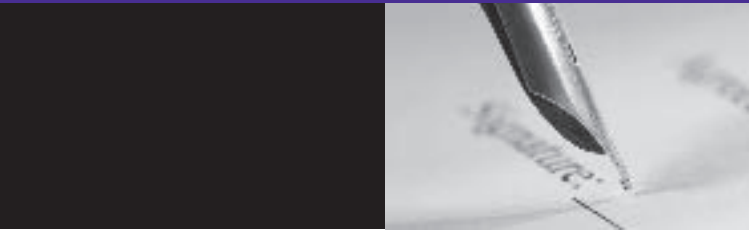
We can't tell you that, because it depends on the local requirements. Only the authority or organisation you're dealing with can give you that information. But you may be able to get advice from the Embassy, Consulate or High Commission of the country you're travelling to.

We can legalise most UK documents as long as they bear an original signature, seal or stamp from a UK public organisation or official. In addition to UK Government Departments, these can include the signatures of Registrars of Births, Deaths & Marriages, Coroners, Notaries Public or Solicitors registered with the Law or Notary Societies, Doctors registered with the General Medical Council and Veterinary Surgeons.

A UK document means that it originated or has been executed in the UK. If a UK solicitor or notary public is signing a document they should state clearly exactly what it is they are certifying in relation to the document. They must sign in their own name and not use a company signature, and they should clearly print their name and their firm's name under the signature.

We can legalise photocopies of certain types of documents as long as they have been signed by a UK solicitor or notary public as being true photocopies. If you choose to legalise photocopies instead of original documents, and we are able to do this, you should also confirm with the end users of the document that a certified photocopy is acceptable to them.

The "Documents we can legalise" page of our website has more detail of the different types of documents we can legalise. To save unnecessary delay, please visit the website BEFORE you send or bring your documents to our office in Milton Keynes: [www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation)



## EXAMPLES OF DOCUMENTS THAT WE CAN LEGALISE ARE:

- UK birth, marriage, civil partnership and death certificates, and certificates of no impediment (to marriage) issued by the General Register Office or local Registry Offices. Please note that we are not able to legalise photocopies of these documents even if they have been signed by a solicitor or notary public.
- Change of name deed polls. Originals as well as photocopies must be signed by a solicitor or notary public.
- Copies of the information or biodata (information) pages of UK passports. These must be certified by a UK solicitor or notary public as being true photocopies. Please note that we cannot legalise original passports of any nationality.
- Powers of attorney, wills, affidavits, declarations, and notarial acts signed by a UK solicitor or notary public.
- Original documents issued by a UK court and bearing the court stamp or seal. Photocopies of court documents can also be legalised if they have been signed by a UK solicitor or notary public.
- Original National Identification Service and other disclosure documents. Please note that we cannot legalise photocopies of these documents even if they have been signed by a UK solicitor or notary public.
- Medical documents signed by a UK doctor registered with the General Medical Council.

- UK educational documents. All documents must be signed by a UK solicitor or notary public. Degrees, diplomas, certificates, qualifications or other awards must also be issued by educational establishments which meet certain requirements.

More information on the requirements for educational documents, and on the other types of documents we can legalise can be found on the “Documents we can legalise” page of our website: [www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation)

## SO HOW DO I GET MY DOCUMENTS LEGALISED?

You can send your documents to us by post or bring them to our public counter at our Milton Keynes office.

### By post:

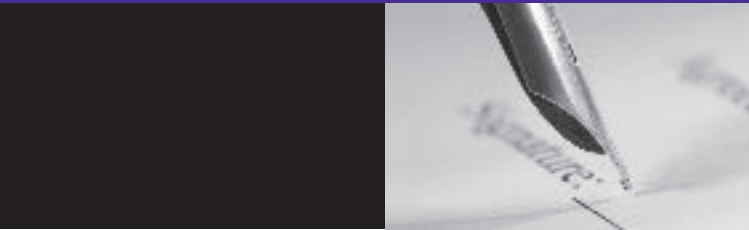
You should visit the “Applications by post” page of our website for information on current processing times and on how to send a postal application BEFORE you send us your documents: [www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation) We also recommend that you send your documents to us by Special Delivery and that you keep a record of the tracking number.

### In person:

At our public counter in Milton Keynes.

The public counter at the Legalisation Office in Milton Keynes offers a same day service to members of the public and we aim to serve customers within 30 minutes of their arrival. The time taken to process and return your documents to you may vary according to demand.

Business customers using the Standard Legalisation Service at Norfolk House will be required to deposit their documents and collect them at the same time the following day. This will apply regardless of the number of documents being presented for legalisation.



The public counter is open from 9.30am to 3.30pm Monday to Friday, excluding public holidays. You do not need to bring ID with you and anyone can present the documents on your behalf. More details about the counter service is available on our website at: [www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation)

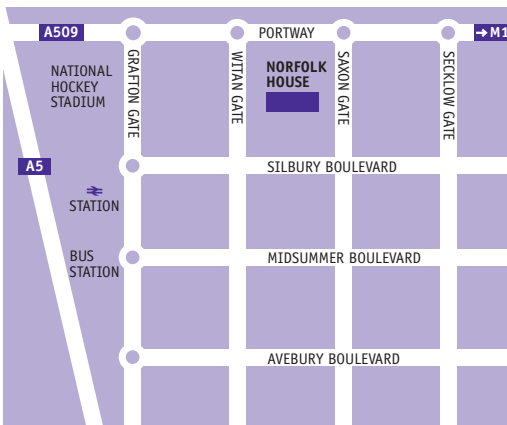
#### Customers with disabilities

As noted above, anyone can present the documents on your behalf, so there is no requirement for you to come to the Legalisation Office. However, if you do choose to come the office can be accessed by wheelchair users.

If you are one of our regular business customers, and you would like more information about getting your documents legalised in central London, please email us at [Premium.Service@fco.gov.uk](mailto:Premium.Service@fco.gov.uk)

#### Where is the office in Milton Keynes?

The Legalisation Office is located in Norfolk House (West), 437 Silbury Boulevard, Milton Keynes MK9 2AH. (Map below.) Pay and Display parking is available nearby.





Foreign &  
Commonwealth  
Office

CONTACT US

You can contact us in the following ways:

- POST:           The Legalisation Office  
                  Norfolk House (West)  
                  437 Silbury Boulevard  
                  Milton Keynes  
                  MK9 2AH
- TELEPHONE: 01908 295111
- FAX:            01908 295122
- EMAIL:         Legalisationoffice@fco.gov.uk



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