

FOREIGN & COMMONWEALTH OFFICE

Legalisation Office
Norfolk House
437 Silbury Boulevard
Milton Keynes
MK9 2AH

Tel: 01908 295111
Fax: 01908 295122

CUSTOMER COVER LETTER

Cover letter:

- First Name:
- Surname:
- Date:
- Telephone Number (Inc country/area code (we cannot dial international numbers)):
- Fax Number(if you have one):
- Mobile Number:
- Email address:
- Address:

Postcode:

Please explain briefly what you would like us to do:

Checklist - Have you included:

Number of documents to legalise:

Amount paid: £

(£28 per document plus one payment of £6 for the document(s) to be returned by special delivery.)

Payment: Postal order/E payment receipt/ Bankers draft/ International money order/ Business Cheque (please delete as applicable) We **DO NOT** accept personal cheques.

A self addressed envelope.

Your document checklist:

General registry office/National Identification Service/ Police fingerprints/Medical reports.

- Must be originals
- Is legalised by the original signature on the document. eg medical reports will be legalised on the doctors signature who signed the report.
- Do not require a solicitors signature

Court documents.

- Original documents can be legalised if they bear an original seal(usually in the top right corner)
- Photocopies can be legalised if signed by a solicitor or Notary Public

UK accredited Educational Certificates/Educational documents

- Originals or photocopies can be legalised
- Both must be signed by a solicitor or Notary public

Change of Name Deed Poll/Powers of Attorney/wills/ declarations and Notarial Acts

- Originals or photocopies can be legalised
- Both must be signed by a solicitor or Notary public

Passports

- Must be photocopies
- Must be signed by a solicitor or Notary Public

Foreign Documents

- Original foreign documents can be legalised if they have a notarial cover sheet
- Photocopies of foreign documents can be legalised if they are signed by a solicitor or Notary public

Documents from Guernsey, Jersey and the Isle of Man

- Must be legalised by the local administration of the country of origin

Signatures

- Must be an original signature not a photocopy
- Must not be signed in a company signature
- Must also include the solicitors company, address and printed name

Companies House

- Originals can be legalised if signed by a companies house official
- Photocopies can be legalised if signed by a solicitor or Notary Public