



notarial services

Blake Lapthorn has **notaries** operating out of its **Portsmouth**, **Southampton** and **Oxford** offices, whose main role is to verify and certify the authenticity of documents, transactions and facts in a manner that will be accepted by public authorities overseas.

In many countries, in order for a document to be accepted, it may also have to be 'apostilled' as well as certified by a notary public. This will require the document to be presented to the Foreign and Commonwealth Office, who will check the credentials and the signature and seal of the notary and affix a certificate or 'apostille' on the notarised document. The Foreign and Commonwealth Office charge for this process and it generally takes 4-5 working days for the document to be apostilled and returned although it can take longer.

In addition, some countries require full legalisation which requires the document to be produced to the country's consulate in the UK. Each consulate makes a different charge for this process and timescales vary greatly.

Our **notaries** are familiar with these requirements and will advise you accordingly although usually you will be told by the person who requires the document what level of additional certification is required.

Our **notaries** will be pleased to organise the legalisation process for you.

It is very important that these requirements are complied with fully failing which the document may not be accepted and the transaction or application will be delayed.

Charges for notarising documents will typically depend on:

- the number and complexity of the documents
- whether the apostille or full legalisation is also required; and
- whether the documents are urgently required and so couriers or agents are used to speed up the legalisation process.

For London-based enquiries, please visit the **Notaries Society** website and they will be pleased to provide a list of local notaries from which to choose.

For further information about how we can help and the costs involved, please contact:

Allen Townsend, notary public working out of our **Southampton** and **Portsmouth** offices, on 023 8085 7457 or by email at allen.townsend@bllaw.co.uk.

Joss Saunders, notary public in our **Oxford** office, on 01865 245220 or by email at joss.saunders@bllaw.co.uk.

Alternatively, email our helpdesk at privateclientinfo@bllaw.co.uk

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Watchmaker Court
33 St John's Lane
London
EC1M 4DB

Southampton

New Kings Court
Tollgate
Chandler's Ford
Eastleigh
SO53 3LG

Oxford

Seacourt Tower
West Way
Oxford
OX2 0FB

Portsmouth

Harbour Court
Compass Road
North Harbour
Portsmouth
PO6 4ST

Tel: 020 7405 2000

Tel: 023 8090 8090

Tel: 01865 248607

Tel: 023 9222 1122

DX: 53323 Clerkenwell

DX: 155850 Eastleigh 7

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