We can authenticate and legalise documents, copies of documents and translations required for visa and work permit applications, marriage, business set up, property purchase etc. at any foreign embassy located in London.

Documents issued in UK will have to be Apostilled by FCO before they can be taken to an embassy for further certification. Copies and some original documents may have to be signed by a solicitor before they can be apostilled or legalised.

**Apostille** - An apostille is a seal applied by an authority to certify that a document is an original document or a true copy of an original. Apostille is obtained when a document or its copy is required to be used in a foreign country and makes it legal without further evidence. Some of the reasons you may need a document or its copy apostilled are: setting up a business, exporting or importing goods or getting married in a foreign country. Some visa applications may require your documents to be apostilled as well.

### Processing Fees and Times

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Processing time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification by a Solicitor</td>
<td>Same day service by appointment only</td>
<td>£20 (per signature) – Office £40 (per signature) – Call out¹</td>
</tr>
<tr>
<td>Apostille by FCO</td>
<td>5 days</td>
<td>£125 (per document)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£75 + VAT handling fee (per document)</td>
</tr>
<tr>
<td>Legalisation by an Embassy</td>
<td>Country*</td>
<td>£40 per commercial or real estate document, £100 per adoption document, £30 per other document</td>
</tr>
<tr>
<td></td>
<td>China</td>
<td>2 days (+£15) or 4 days</td>
</tr>
<tr>
<td></td>
<td>Russia</td>
<td>Translations only: £40 (from English into Russian), £50 (from Russian into English) - per page</td>
</tr>
<tr>
<td></td>
<td>Saudi Arabia</td>
<td>2-3 days</td>
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<tr>
<td></td>
<td>Thailand</td>
<td>£20 per document</td>
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<tr>
<td></td>
<td>UAE</td>
<td>£60 per personal document, £500 per commercial document</td>
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<tr>
<td></td>
<td></td>
<td>£20 per document</td>
</tr>
<tr>
<td>Handling fee (per procedure, excluding apostille by FCO)</td>
<td></td>
<td>£100 + VAT</td>
</tr>
</tbody>
</table>

¹ In certain cases, we can attend the client’s premises or location. Certification Call-outs incur a higher fee.
Legalisation of documents by embassies

Documents that are to be used in a country which is not party to The Hague Convention relating to apostilles will often require further legalisation by an embassy. This usually means that the document to be used has to be apostilled in the country of its origin and then submitted to the relevant embassy or consulate located in the country of its origin.

Processing times and fees will vary from embassy to embassy and may also depend on the type of document. Documents to be used for commercial purposes (e.g. setting up of a new company) tend to be more expensive than documents legalised for personal purpose. Please contact us for more details.

Documents that can be Apostilled (legalised by FCO):

Birth, death, marriage and Civil Partnership Certificates, Certificates of No Impediment (CNIs) or 'No Trace' letters – only the original or original official copies of these documents issued by General Register Office (GRO) or local Registry Office. Photocopies of the certified copies won’t be legalised even if signed by a Solicitor.

Photocopies of the details and photograph page of British and foreign passports may be legalised if they have been signed in the UK by a practising UK solicitor or notary public.

UK Educational documents and their copies. Both original and copies must be signed in the UK by a practising UK solicitor or notary public using their name and not the company seal. Documents which are degrees, diplomas, certificates, qualifications or other awards can be legalised if they were issued by an educational establishment registered at one of the following websites:
- 'Register of Providers' or the 'Recognised Degrees' sections of the Department for Innovation, Universities and Skills (DIUS) website
- UK Border Agency
- Scottish Qualifications Authority
- National Database of Accredited Qualifications website
- British Accreditation Council
- Open and Distance Learning Quality Council
- Association of British Language Schools

Original medical reports and letters bearing the original doctor’s signature. Photocopies of medical reports and letters (providing they bear the doctor’s signature) as well as originals and copies of any other documents relating to a non-medical issue must be signed in the UK by a practising UK solicitor or notary public before it is submitted for legalisation.

National identification Certificates, Association of Chief Police Officer (ACPO) certificates and Disclosure original documents can be sent directly for legalisation. Disclosure Scotland documents that do not bear an original signature from an official at Disclosure Scotland MUST be signed by a UK notary public or solicitor before they are submitted for legalisation. Please note that some of these documents are issued for use in a certain country only and cannot be legalised.
UK court (county court) documents with original seal/stamp can be submitted directly for legalisation. Copies of these documents must be signed in the UK by a practising UK notary public or solicitor as being true copies of the original documents before they can be legalised.

Powers of attorney, wills, affidavits, declarations and notarial acts – both original documents and copies must be signed in the UK by a practising UK notary public or solicitor before they can be legalised.

Documents from HM Revenue and Customs (HMRC) if they bear original signature of the HMRC official can be sent directly for legalisation. If the originals do not bear an original signature of the HMRC official then they must be signed in the UK by a practising UK notary public or solicitor as being original documents before legalisation. Copies of HMRC documents must always be signed in the UK by a practising UK notary public or solicitor to confirm that they are true copies of the original documents before they can be legalised.

Certificates of Incorporation and other documents issued by Companies House bearing the original signature of an official of Companies House legalised without additional signatures. Originals that do not bear an original signature of a Companies House official and copies must be signed in the UK by a practising UK notary public or solicitor as being original documents before legalisation.

Translations of documents must be drawn up in the UK and signed in the UK by a practising UK notary public or solicitor before legalisation. FCO are not able to legalise documents on the signatures of the translators unless they are also a UK notary public or solicitor practising in the UK, or a consular official.

Export certificates bearing an original signature of an official of the relevant UK Government Department or UK Chambers of Commerce can be submitted directly for legalisation. Copies of such documents and originals that do not bear an original signature of the relevant UK government official then they must be signed in the UK by a practising UK notary public or solicitor as being true copies or original documents before legalisation.

Change of name deed poll - originals as well as copies must be signed in the UK by a practising UK notary public or solicitor before they are submitted for legalisation.

Religious documents (not issued by the GRO) – originals as well as copies must be signed in the UK by a notary public or solicitor before they can be legalised.

Pet travel scheme, official document to export pets overseas - it must be original and be signed by a qualified Veterinary Surgeon before it can be legalised.

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