

**SELECT YOUR SERVICES**

**(1) 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 = £

**(2) 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 = £

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

Which Embassy/Country? \_\_\_\_\_

Number of documents in this section \_\_\_\_\_ x £ \_\_\_\_\_ each = £

**(4) 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 £

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

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

(We will scan the page containing the apostilled signature and the apostille certificate only)

Other \_\_\_\_\_ £

**(6) 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**

**(7) Return Delivery Method**

UK Standard Post £ Free  
(No tracking and NO insurance)

Overseas Airmail Post £12  
(Basic tracking and NO insurance)

UK Next Day Courier £10 (Recommended)  
(Full tracking and insured\* by the courier)

Overseas DHL Courier £50 (Recommended)  
(Full tracking and insured\* by the courier)

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

Return delivery charge = £

**(8) Which Country are the documents for?** \_\_\_\_\_

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

(Total of all shaded boxes)  
**CALCULATE YOUR ORDER TOTAL = £**

**HOW TO PAY - providing card details on this form ensures an immediate start**

I will pay with card number: \_\_\_\_\_

(For an immediate start use this option)

Expiry date: \_\_\_\_\_ 3 digit security no: \_\_\_\_\_

Card holder signature: \_\_\_\_\_

(By signing here you agree to your card being debited for the value of this order)

I enclose a cheque / postal order made payable to "The Apostille Service"

Call me for card payment information (We will call between 9am and 5pm)

Email me - bank transfer instructions OR online card payment instructions

(We require payment before we can start your order. Orders over £500 must select the 'Email me - bank transfer' option)

**CONTACT & INVOICE DETAILS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

**DELIVERY ADDRESS** (If different from contact)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

(Courier deliveries require the recipients phone number)

For office use:

V - 02.20

CN

Rec'd: \_\_\_\_\_ : \_\_\_\_\_ Staff: \_\_\_\_\_

Fc: \_\_\_\_\_ : \_\_\_\_\_ Pay Method: \_\_\_\_\_

Em: \_\_\_\_\_ Finished: \_\_\_\_\_ QB No: \_\_\_\_\_

Tr: \_\_\_\_\_ QC: \_\_\_\_\_ Del ref: \_\_\_\_\_

**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.**