

# Notarial Services



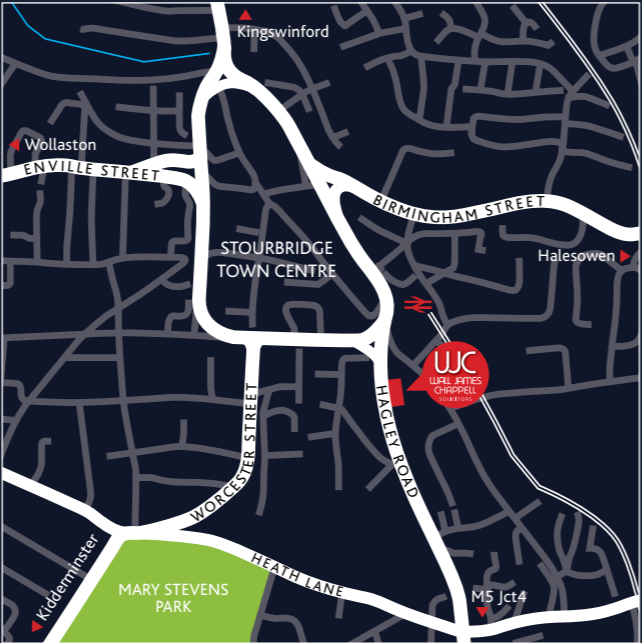
## Contact Us

**Parking**  
Car parking is available at the rear of the office for clients.

**Access**  
The offices have been specifically designed to meet the needs of disabled clients.

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A Notary is an officer of the law appointed by the Court of Faculties (after passing professional examinations) whose public office and duty is to authenticate and certify the execution of documents intended for use outside the UK.

Notarial practice is a separate and distinct element of legal service in England and Wales. It cannot be provided by solicitors. Most often it concerns the attestation, authentication or verification of documents, facts or events in circumstances which involve a foreign legal element.

Our notarial services include: Authentication of identities and signatures to private and commercial documents; Preparation and execution of Powers of Attorney and other documents for use abroad; Affidavits; Legalisation service with the Foreign Office ("Apostille"), Foreign Embassies and Consulates; Certifying copy documents.

## Getting Ready

Obviously, each case must be different but usually the Notary will:

- Expect you to make an appointment.
- Need you to bring good evidence of identity. Generally this will have to be a current valid passport and something like a Council tax or electricity bill to confirm your address.
- Need to be satisfied that you understand any document, particularly a document which is not in English.
- Want to see any relevant papers or documents that relate to the matter.

It helps a lot if you can send or email a copy of your document to the Notary before your appointment.

## What does it cost?

The Notary will charge a proper fee which is appropriate for the level of service offered and which will enable them to meet the cost of acting properly. For most matters the Notary should be able to tell you his fee in advance. For more complex matters he will tell you how his fee will be assessed – usually based on how long he will have to work on your matter. There may be fees to pay third parties, such as the Foreign Office or an Embassy.

## How long will it take?

If the document is straightforward, already prepared and in the correct form the Notary is likely to need to see you for a minimum of 15-20 minutes and complete it in half an hour. Obviously it takes longer if the document is not straightforward, or he has to draw up the document or make a proper copy.

Many countries want documents to be countersigned by their London Embassies (legalisation) and this will take several days unless you want to take them to the Embassy in person and wait in line. The fees and procedures for this vary widely but the Notary should be able to give you a reasonably accurate idea of the time and cost.

## Availability

Notaries keep normal office hours. They will, however make arrangements to see you out of the office if it is really necessary. This may cost more and take longer. If your local Notary is away or unavailable his office should be able to contact another Notary for you, but you may have to travel some distance.

For further information please contact Philip Chapman (Notary Public) at Wall James Chappell.