

Apostille Service ORDER FORM

1. Tier One - Standard Apostille

TYPE OF DOCUMENT	No.	TYPE OF DOCUMENT	No.
Birth-Death-Marriage certificates	<input type="checkbox"/>	Power of Attorney signed by your solicitor	<input type="checkbox"/>
Certificate of no impediment	<input type="checkbox"/>	Company documents - M&A, Minutes etc.	<input type="checkbox"/>
Court stamped documents (decrees, wills, etc)	<input type="checkbox"/>	Companies House certificates	<input type="checkbox"/>
Document witnessed by solicitor or notary	<input type="checkbox"/>	Certificate of incorporation or name change	<input type="checkbox"/>
Criminal Record Checks	<input type="checkbox"/>	HM Revenue & Customs letters	<input type="checkbox"/>
Disclosure Scotland documents	<input type="checkbox"/>	Other document _____	<input type="checkbox"/>
Subject Access Reports and Police letters	<input type="checkbox"/>	_____	<input type="checkbox"/>

2. Tier Two - Solicitor Certification & Apostille

Our solicitor will certify a copy of your document (original not required) before an apostille is issued

Passport	<input type="checkbox"/>	Educational Certificate (genuine UK)	<input type="checkbox"/>
Driving Licence	<input type="checkbox"/>	Educational Transcript (genuine UK)	<input type="checkbox"/>
Vocational Certificates (genuine UK)	<input type="checkbox"/>	Other Documents _____	<input type="checkbox"/>

3. Return Delivery UK

*UK Standard Royal Mail 1st Class - (£FREE)	<input type="checkbox"/>
*UK Next Day Delivery with tracking	<input type="checkbox"/>

Return Delivery Overseas

*Overseas Delivery by FedEx/DHL	<input type="checkbox"/>
*Overseas Airmail Delivery	<input type="checkbox"/>

**UK Next Day Delivery and FedEx/DHL are covered by the carriers guarantees - documents can also be tracked*

**We cannot be held responsible for any loss or damage to documents returned by standard post or airmail.*

4. Confirmation of Total Order

Number of Tier One documents _____ x £	= £ _____	<i>Please tell us where your document is to be used (e.g. Spain, USA, Russia)</i> Country: _____
Number of Tier Two documents _____ x £	= £ _____	
Delivery - UK next day or Airmail £	= £ _____	
International delivery by FedEx/DHL £	= £ _____	
Additional fee as advised** £	= £ _____	
Grand Total for order	£ _____	<i>**Additional fees may apply for combined document packages or embassy charges</i>

5. Payment Details

I enclose a cheque/postal order made payable to

The Apostille Service

Payment by Credit or Debit Card

VISA-SWITCH/MAESTRO-MASTERCARD-SOLO

Please note not all cards have issue numbers or start dates

Card Number: _____

Expiry Date: ____/____ Issue Date: ____/____

Issue No: _____ 3 digit Security No: _____

SIGNED _____

By signing here you agree to us debiting your card

6. Contact & Invoice Details

Name: _____

Invoice Address: _____

Email: _____

Tel No: _____

Delivery Details if Different

Name: _____

Delivery Address: _____

Email: _____

Tel No: _____

(Required for FedEx/DHL delivery overseas)

So you've complete the form, what next? Send this form together with your documents to the address at the top of the form. (We recommend Special Delivery). We will then apostille your documents in approximately 2-3 working days.