



BEDFORD AND AMPHILL NOTARIES

at Palmers Solicitors Bedford Limited

Established 1905

Bedford ∞ Ampt Hill ∞ Cranfield

Notaries ∞ Notaries Public ∞ Notarial Lawyers ∞ Commissioners for Oaths



Details of Services that we provide plus the Necessary Steps, Likely Timescale and Costs and Disbursements with regard to Notarisations and ancillary thereto.

Details of Services that we provide

Our Services include Notarial/Legal Services regulated under the Legal Services Act 2007, legal services ancillary to these activities and the administration of oaths.

The Necessary Steps and Likely Timescale,

The Steps involved vary according to the circumstances. However, below are some typical key stages involved in a Notarial matter:

- Receiving instructions and reviewing the relevant documents to ascertain what is required;
- Liaising with legal and other advisors to obtain all necessary documentation to allow us to deal with the document (e.g. company constitution; company books; board minutes; powers of attorney; copies of documents referred to; information as to applicable foreign law);
- Reviewing all ancillary documentation to verify that the signatory(ies) has/have the power; legal capacity; and authority to sign the relevant document;
- Liaising with third parties to verify any documents as necessary (e.g. checking with academic institutions that they have issued a degree certificate in the form presented to us);
- Meeting with the signatory(ies) to verify his/her/their identity to discuss the document and the background to the matter to ensure: signatory(ies) understands what the document does; that he/her/they have the mental capacity to enter into it and that he/her/they are entering into it of their own free will; and to ensure appropriate execution of the document;
- Preparing and affixing a Notarial certificate to the document if/as necessary and applying our Notarial official seal of office;
- If necessary, arranging for legalisation of the Notarised document by the UK Foreign and Commonwealth Office (obtaining an Apostille) and any legalisation necessary from relevant embassies or consulates;
- Once everything has been completed, arranging for entering up all relevant details in our Notarial Registers and storage of all Notarised documents and copies of ID, in accordance with the requirements of the Notarial Practice Rules 2019

Likely Timescale

The appointment with us will generally take no more than a half or exceptionally one hour.

How long the matter will take from start to finish will depend on a number of variables including whether any of the following are required: translations; verifications; additional ancillary documentation from third parties; the drafting of additional documents by us; and/or liaising with overseas lawyers or other advisors.

After being Notarised, some documents must be legalised in order to be accepted in the country in which they are to be used. The extent of legalisation required depends on the requirements of the country, in which the Notarised document is to be used. The time that embassies and consulates take to legalise documents varies and can be unpredictable.

- Foreign and Commonwealth Office Legalisation (Apostile) Premium Legalisation Service - 1-2 days
- Foreign and Commonwealth Office Legalisation (Apostile) Standard Postal Service (Normally up to 1 week))

We will endeavour to provide an estimated timeframe for completion of the matter once a scope of work is agreed. However, for the reasons set out above, timings cannot be guaranteed.

Normally, if no Legalisation is not needed, we should be able to complete and hand over the documentation on the day of the Appointment.

Costs and Disbursements with regard to Notarisations and ancillary thereto.

We will endeavour to provide an estimate of all third party costs at the outset of the matter, but this is not always possible.

The following is a list of typical costs involved in a notarial matter. This list is not exhaustive and others may apply depending on the circumstances of the matter.

- Foreign and Commonwealth Office Legalisation (Apostille Fees) - Standard Postal Service or Premium Legalisation Service
- Consular Legalisation Fees – these vary from £15 to over £400 per document depending on the Consulate and type of document*
- Legalisation Courier Fees – these vary
- Fees for searches/documents from UK or overseas public registers – these vary
- UK or International Delivery Courier Fees – these vary depending on weight and destination
- Translation Fees – these are charged on a per word basis and depend on the document, its length and the urgency of the translation**

* Fees charged by Embassies and Consulates vary over time and can be charged in foreign currency meaning that it is not always possible to provide a precise figure in advance.

** We will obtain a quote for any translation fees and other fees for your approval before incurring the cost.

Bedford & Ampthill Notaries at Palmers Solicitors Bedford Limited
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Authorised and Regulated by the Master of the Faculties through the Faculty Office of the Archbishop of Canterbury
Members of the Notaries Society and the Common Law Association of Notaries (CLAN)

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