

Newhaven's Legalisation Service

Legalisation is a process undertaken when documents are created in one country for use in a different country.

The party looking to rely on the document in the second country will often require that the documents are Legalised to prove their authenticity.

Examples of the type of organisations who will require documents legalised include Banks and Financial Institutions where account opening is desired, Courts for legal matters and disputes, Government departments where a request is being made on behalf of a corporate entity, work permit applications, property purchases or sales and many more.

London is a natural hub for the Legalisation process to take place, given the willingness and speed of the UK's Foreign & Commonwealth Office (FCO) and the proximity of so many embassies and consulates from countries around the world in such a relatively small and accessible area.

Documents capable of Legalisation

The following is the FCO list:

- Government Documents: visa, passport copies, naturalization certificate, customs certificate, birth certificate etc.
- Corporate Documents: letters of incorporation, company house documents, certification of incorporation etc.
- Bank Documents: statements of accounts, deed of sale, mortgage certificate or any real estate related documents, etc.
- Civil Documents: marriage certificates, civil union certificates, separation documents etc.
- Religious Documents
- Medical Documents: medical reports, doctor prescriptions, medical records, sick note etc.
- Educational Documents: certification from the school attended, diploma, transcript of records, certification of completion etc.
- Personal Documents: employment certificates, last will and testament, utility bills among others.

The Process

In order to Legalise a document, it must first be Notarised, by a Notary Public either in the UK or in a Crown Dependency (such as British Virgin Islands) before being the Apostilled at the FCO.

Once the document has been Notarised and Apostilled it is then capable of being Legalised by the embassy or consulate of the destination country. This part of the process is not necessary if the destination country is a party to the Hague Convention.

The Legalisation of the document requires the document to be delivered with the correct paperwork and fee to the appropriate embassy or consulate and left with the attaché in charge of that department for a period of time enabling the officer to complete the process, whereupon the document will be collected by hand and dispatched by courier.

Please note that even though the list above can be easily legalized by the FCO, it does not mean that the content of each document is authenticated. The client must be satisfied that the content of the document is correct.



Newhaven's Legalisation Service

Newhaven's Service

Newhaven provides a complete Legalisation Service. We will

- Receive the original document
- Organise and hand deliver the document for Notarisation
- Collect the Notarised document and hand deliver it to the FCO
- Collect the Notarised and Apostilled document from the FCO and deliver it to the appropriate embassy or consulate as necessary
- Collect the Legalised document and dispatch the same by courier
- Arrange translation services if necessary

Timing & Pricing

Providing an exact timing for the process is sadly not possible as each Embassy and Consulate deals with documents in different ways and with their own order of priorities. For example the Chinese Embassy take 2 - 3 working days whilst the UAE provide a same day service.

Equally, the Embassies take an independent approach to pricing documents, so the UAE charge £410 per document, whilst China charge £40 per document.

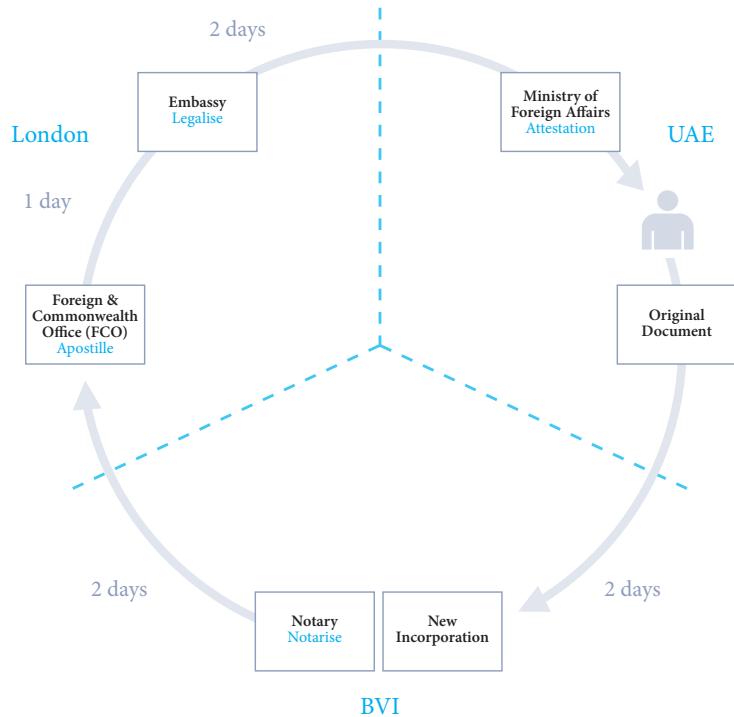
Notary charges also vary depending upon the document involved, while the FCO charge a set fee of £75 for a same day service.

Courier charges will naturally depend upon final destination.

Newhaven's fees will be dependent upon the amount of work required and the time taken and a full quote will be provided and agreed prior to accepting the instruction.

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The example shown here relates to a BVI document for use in the UAE



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