

## NOTARY PUBLIC FREQUENTLY ASKED QUESTIONS (FAQ)

**Do I have to make an appointment?** Yes, it is always advisable to make an appointment.

**Do I need to bring any identity documents with me?** Please bring with you your current passport, or if you do not have one, some other satisfactory picture identity, such as a UK driving licence. You will also need to bring some evidence of your current address, which might be your driving licence or a current bank statement or utility bill. This must not be older than three months.

**Do I need to sign the document before my appointment?** No, it is important that the Notary discusses the document with you and witnesses you signing it.

**Do I need to provide witnesses?** Possibly. In most circumstances we will be able to provide a witness, however, there may be occasions where we require you to bring an independent witness with you. We will let know at the outset of any instruction.

**Do I need to send you any documents in advance of the appointment?** Yes please. We need to see the document prior to any appointment so that we know what is required before you come and see us.

**How much will it cost?** This will depend upon the time it takes, but also the degree of urgency. We charge a minimum fee of £100. Once we know what is required, we can provide you with a quotation.

**Why does it cost so much to simply “stamp” a copy of the document?** The Notary is not simply stamping the document. They are certifying the copy to be a true copy of the original and frequently will be taken to be verifying that the original document produced is genuine. Therefore, the Notary needs to carry out certain checks and may need to qualify the certificate in some way.

**Can you certify copies of any document?** Although we can certify copies of many documents, we cannot certify copies of UK birth, death and marriage certificates. If we are unable to verify the authenticity of a document, we may need to provide a certified copy, making that clear.

**Do I need to provide my own copies for you to certify?** No. Simply bring the original document and we will take our own copies so that in the event of there being any issue, we can confirm the same.

**What should I do if my document is in a foreign language?** In accordance with the Notaries Practice Rules, if the document is in any language other than English, we will require a translation. This is because the Notary has to understand the document so as to be satisfied that you understand what it is that you are signing.

**Can a Notary administer oaths and take statutory declarations for documents for use in England and Wales?** Yes, but it will be more cost effective to ask a solicitor who is only permitted to charge £5 per affidavit and £2 per exhibit. However, you will need a Notary where the document is for use outside of England and Wales.

**What is an apostille?** An apostille is a certificate from the Foreign, Commonwealth and Development Office which certifies that the signature and seal of the Notary on the document are genuine.

**Do I have to obtain an apostille if required?** No, we can assist you in obtaining an apostille and any other form of legalisation that is required. However, there will be an additional charge.

**For further information, please contact Laura Marchington on 01306 880110.**