



LEGALISATION APPLICATION FORM

Please print this form in LANDSCAPE format, complete and send to us with your documents. All fields must be completed or your application will be delayed or rejected.

NAME OF APPLICANT

- 1. **SURNAME:**
- 2. **FIRST NAME:**
- 3. **BUSINESS NAME (if applicable):**

NOTE: If you are submitting an application on behalf of someone else or requesting the application be sent on to a third party, please provide your contact details in Section 10

- 4. **DELIVERY DETAILS:**
(please complete the information for the recipient of the application)

Name:
Address:
Post Code:
Country:
Tel (with international access code):

- 5. **DELIVERY E-MAIL ADDRESS:**
(please write in capital letters)

- 6. **TYPE OF CUSTOMER (circle as appropriate):** BUSINESS PERSONAL

- 7. **COUNTRY WHERE DOCUMENT IS TO BE USED (if you require more space please use Section 11):**

Do not insert UK in the COUNTRY field as we do not legalise documents for use in the UK.

	Number of documents
Country:.....
Country:.....
Total number of documents to be legalised:

- 8. **PAYMENT TYPE (please circle appropriate option):**

*ONLINE PAYMENT BUSINESS CHEQUE POSTAL ORDER BANKER'S DRAFT

*For online payment only (all fields below must be completed in full):

Payment Reference/Order ID

p r i _ _ _ _ _

*Date and Time of Payment

(DD/MM/YEAR) _ _ / _ _ / _ _ _ _

(24hr clock) _ _ : _ _

*Cardholder Name (as it appears on card)

- 9. **PAYMENT TOTAL (to include postage):**

£	
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Signature:

Date:

For Office Use Only: Date Rcvd:

Fees Paid: £

No of Docs:

Postal Method:

PAY ID:

Officer's Initials:

Date Dspd:

Dspd By:

10. APPLICANT'S CONTACT DETAILS:

Address:

Post Code:

Country:

Tel (with international access code):

E-mail (please write in capital letters):

11. COUNTRY WHERE DOCUMENT IS TO BE USED (continued):

Do not insert UK in the COUNTRY field as we do not legalise documents for use in the UK.

	Number of documents
Country:
Country:
Country:
Country:
Country:
Country:
Country:
Country:
Total number of documents to be legalised:

SPECIAL INSTRUCTIONS/ADDITIONAL INFORMATION:

We are continually looking at ways to improve our customer service. In order to help us achieve this, we will be asking our customers to complete a short survey which will be sent to the e-mail address supplied with the application. If you **do not** wish to take part in this survey please tick the box: