

## Seeing a Notary

### What is a Notary?

A Notary is a qualified lawyer and a member of the third and oldest branch of the legal profession in the United Kingdom. Notaries are appointed and regulated through the Faculty Office of Archbishop of Canterbury and subject to regulation by the Court of Faculties.

Notaries are primarily concerned with the authentication and certification of signatures and documents for use abroad. They are also authorised to conduct general legal practice (excluding the conduct of court proceedings). The majority of Notaries also practice as solicitors. Our Notaries do not carry out any reserved legal activities (e.g. conveyancing, probate and the administration of estates) in their capacity as Notaries Public. All reserved legal activities are carried out in their capacity as solicitors.

If you have business or personal interests overseas, you may well need a Notary in England to authenticate facts and documents under their signature and official seal for use by public and legal authorities abroad. Notaries Nicola Plant and Sue Lister can assist with this and any subsequent legalisation procedures such as Foreign Commonwealth and Development Office (FCDO) 'apostille' and consularisation.

Please note, if documents require legalisation this will take several days.

- Transactions requiring a Notary:
- Buying and selling foreign property
- Powers of attorney for use overseas
- Verifying translations

- Certifying copies of passports, academic qualifications and other personal and corporate papers
- Authenticating Companies House and other business documents
- Taking statements, affidavits, oaths and declarations for use in foreign jurisdictions
- Marrying abroad
- Adopting children from overseas
- Immigration, emigration and entry requirements to overseas jurisdictions
- Attesting and authenticating the signing and execution of documents and deeds

### Getting ready

Please call 01892 510000 to make an appointment with one of our Notaries. Even if already provided to Thomson Snell & Passmore, you must bring with you good evidence of your identity. This will include your current valid passport and recent confirmation of your address. Please provide a copy of the documents to be notarised in advance and send us a copy of any instructions you have received from your foreign advisors. The Notary must also satisfy themselves that you understand the documents, particularly if they are not in English.

If the document is already prepared and you provide us with all the necessary information in advance of the meeting, the Notary will need to see you for 15-30 minutes.

**Head Office**  
Heathervale House  
2-4 Vale Avenue  
Tunbridge Wells  
Kent TN1 1DJ  
T 01892 510000  
F 01892 540170

**Thames Gateway**  
Corinthian House  
Galleon Boulevard  
Crossways Business Park  
Dartford  
Kent DA2 6QE  
T 01322 623700  
F 01322 623701

## Seeing a Notary

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### Costs

Basic fee - £160 per document.

For more complex matters or where the Notary is required to amend or draft foreign documents from scratch, the Notary will charge on a time/cost basis - hourly rate £395.

Sending documents for legalisation - £50.

FCDO legalisation fee - £30 per document (plus £6 courier fee).

The Notaries fees are not subject to VAT.

The Notaries fees are reviewed each year in June and may be increased.

### Contact



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Seeing a Notary

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## Notary enquiry form

Your full name:			
Company name:			
Address:			
Nationality:		Passport No:	
Tel:		Fax:	
Mobile:		Email:	
Title of document(s) requiring notarisation:			
Action required:			
Country (and State):			
Is legalisation required?			
Other information /instructions:			