

Apostille Certificates

OVERSEAS SERVICE - ORDER FORM

APCS Tel : +44 1704 53 03 58
Email: enquiries@accesspcs.co.uk

Victoria House,
4 Greenfield Road,
Southport, Merseyside,
United Kingdom (UK), PR8 5LX

1 Documents for Apostille

PLEASE NOTE:- A full description of Tier 1 and Tier 2 documents can be found on page 2.

Number of TIER 1 documents required? @ **£75.00 (GBP) each**

Please list your Tier 1 document/s:

Number of TIER 2 documents required? @ **£85.00 (GBP) each**

Please list your Tier 2 document/s:

2 Return Delivery - Outside of the UK - Please tick one of the following boxes:-

Overseas Delivery by Airmail - International Signed for - FREE

This service is provided by Royal Mail and is available worldwide. It is a secure way for us to send your documents back to you. This service includes:-

- A signature taken on delivery
- Compensation for loss or damage of up to £250 or £500 (depending on the country)
- Royal Mail delivery target times are three working days to Western Europe, four working days to Eastern Europe and five working days to the rest of the world.

Please Tick (if required) @ **£0.00 (GBP) - FREE**

Overseas Delivery by FED EX/DHL/UPS/TNT

Overseas delivery by FED EX/DHL/UPS/TNT (premium air express service). It is the quickest and most secure way for us to send your documents back to you. This service includes:

- Door to door priority air courier service
- Online tracking and delivery confirmation
- Compensation for loss or damage of up to £500
- Courier delivery target times are usually two to three working days.

Please Tick (if required) @ **£50.00 (GBP)**

3 Total cost of your order

Please calculate the total of your order and place the amount in the box **£ .00**

We will supply a VAT receipt upon the return of your documents.

All prices quoted are fully inclusive of VAT and include all other fees. Prices in GBP.

4 Payment Can be made by debit/credit card, by completing the details below or contacting us (see above). We do not accept American Express.

Card Type: (Please circle) **Visa** **Mastercard** **Switch** **Discover** **Solo**

Card Number (16 digit number)

Valid from date / Valid to date /

Please Note that not all cards have a valid from date and/or to date.

Security Code - 3 digits on signature strip

Issue Number (switch card only)

I hereby authorise the stated amount to be collected from my card account Signed:

5 Your Contact Details:-

Name:- _____

Surname:- _____

Full address:- _____

Email:- _____

Telephone Number:- _____

Delivery Details (if different)

Name:- _____

Surname:- _____

Full address:- _____

Email:- _____

Telephone Number:- _____

Once completed, please send your order to us: APCS, Victoria House, 4 Greenfield Road, Southport, Merseyside, PR8 5LX, United Kingdom (UK).
Important: Remember to enclose your Original Documents – do not send photocopies
Note: You only need to send page 1 of the Order Form - please keep page 2 for your reference. If you get stuck at any point. Don't worry! Simply contact us (our contact details can be found at the top right of all pages).

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Legalised Documents - Information Sheet

Please keep this page for your reference

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TIER 1 AND TIER 2 DOCUMENTS EXPLAINED

Eligibility of Documents for Apostille

The list below shows documents eligible for the Apostille service. Some need signing by our solicitor (Tier 2), some do not need further signatures (Tier 1). That is why Tier 2 documents cost a little more.

Original Document or Photocopy ?

You may want an Apostille on your original document, or on a photocopy of your document. The list below also shows whether Apostilles are possible on original or photocopied documents. Whichever option you choose, **always send us the original document**. Don't worry if your document is not listed. Simply email us with your requirements!

| Apostille issued to: | | Documents we can issue with an Apostille Certificate |
|----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Original | Photocopy | |
| Tier 1 | Not allowed | A UK document - that has already been signed by a UK Solicitor or Notary. |
| Tier 1 | Not allowed | Association of Chief Police Officer (ACPO) certificates - Original signed by an ACPO official. |
| Tier 1 | Not allowed | Adoption Certificates - Original or original official copies issued by the General Register Office (GRO) or local Registry Offices |
| Tier 1 | Tier 2 | Affidavits and statutory declarations - that has already been signed by a UK solicitor or Notary |
| Tier 2 | Not allowed | Basic Disclosure - Not signed by a UK solicitor/Notary Public nor signed by an official at Disclosure Scotland |
| Tier 1 | Not allowed | Basic Disclosure - signed by a UK solicitor/Notary Public or signed by an official at Disclosure Scotland |
| Tier 1 | Not allowed | Birth Certificates (UK) - Original or original official copies issued by the General Register Office (GRO) or local Registry Offices |
| Tier 1 | Not allowed | British Overseas Territory issued documents - signed by an official of the Government in the Territory concerned. |
| Tier 1 | Not allowed | Certificate of No Impediment (CNIs) - Original or official copies issued by the General Register Office (GRO) or local Registry Offices |
| Tier 2 | Tier 2 | Change of name by deed poll - Original or original official copies must be sent to us. Scanned signatures from website NOT acceptable |
| Tier 2 | Not allowed | Civil Partnership Certificates - Original or original official copies issued by the General Register Office (GRO) or local Registry offices |
| Tier 1 | Tier 2 | Company House Documents - signed by an official at companies house |
| Tier 2 | Tier 2 | Company House Documents - NOT signed by an official at companies house |
| Tier 1 | Tier 2 | Court Document - Issued by UK court and bear the courts original seal of that UK court |
| Tier 1 | Not allowed | Death Certificate - issued and signed by a UK coroner |
| Tier 1 | Tier 2 | Declarations and Notarial Acts - certified by a UK solicitor or Notary |
| Not allowed | Tier 2 | Driving Licence (UK) - (original UK Driving Licence must be sent to us) |
| Tier 2 | Tier 2 | Education Certificates/Document - issued by an accredited education authority in the UK |
| Tier 2 | Not allowed | Enhanced Disclosure - Original or original official reprinted copies issued by the Criminal Records Bureau (CRB) |
| Tier 1 | Tier 2 | Export Certificates - bearing an original signature of an official of a UK Government Department/UK Chambers of Commerce |
| Tier 2 | Tier 2 | Export Certificates - NOT bearing an original signature of an official a UK Government Department/UK Chambers of Commerce |
| Tier 2 | Not allowed | Foreign Language Translations of UK Documents - translation drawn up in the UK and NOT already signed by a UK solicitor. |
| Tier 1 | Not allowed | Foreign Language Translations of UK Documents - translation drawn up in the UK and already signed by a UK solicitor. |
| Tier 2 | Tier 2 | Government Department Documents – Original signed by an official of a UK Government Department. |
| Tier 2 | Tier 2 | HM Revenue & Customs (HMRC) documents - NOT signed by a HMRC Official |
| Tier 1 | Tier 2 | HM Revenue & Customs (HMRC) documents - signed by a HMRC Official |
| Tier 1 | Not allowed | Marriage Certificates (UK) - Original or original official copies issued by the General Register Office (GRO) or local Registry offices. |
| Tier 1 | Not allowed | Medical documents (reports, letters etc) - original signed by a UK doctor registered to practise with the General Medical Council. |
| Tier 1 | Not allowed | National Identification Certificates (NIS) - signed by an NIS official |
| Tier 1 | Not allowed | No Trace Letters - Original or original official copies issued by the General Register Office (GRO) or local Registry offices. |
| Not allowed | Tier 2 | Passport - (British or Foreign passports accepted). Original must be sent to us. |
| Tier 1 | Not allowed | Pet Travel Scheme - Original and signed by a qualified Veterinary Surgeon |
| Tier 1 | Tier 2 | Power of Attorney - Original and signed by a UK solicitor or Notary |
| Tier 2 | Tier 2 | Religious Documents - All original, issued within the UK and not issued by the GRO. |
| Tier 2 | Not allowed | Standard Disclosure - Original or official reprinted copies issued by the Criminal Records Bureau (CRB) |
| Tier 1 | Tier 2 | UK court (county court) documents - Original documents issued by UK courts (with their original seal/stamp) |
| Tier 1 | Tier 2 | Will - Original already signed by a UK solicitor or Notary |

What Happens Next?

Continue to fill out the first page of the order form. Once completed, send your order to us and **remember to enclose your Original documents**. If you get stuck at any point. Don't worry! Simply contact us (our contact details can be found at the top right of this page).