

**POSTAL ADDRESS & CONTACT DETAILS:**

VISASMART TS LTD  
FALCON HOUSE, 19 DEER PARK ROAD  
WIMBLEDON, LONDON  
SW19 3UX  
PHONE: 02045139940  
EMAIL: admin@visasmart.co.uk

**NOTARY APPLICATION PACK**

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be posted.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

**1. CHECKLIST OF DOCUMENTS YOU MUST SEND**

ORIGINAL DOCUMENT FOR NOTARISING

SIGNED AUTHORISATION FORM (attached)

COPY OF ID PAGE OF PASSPORT

**2. SERVICE OPTIONS.**

DOCUMENT NOTARISATION (£90.00 per document + service fee £80.00 VAT inclusive)

NUMBER OF DOCUMENTS:

**3. RETURN OPTIONS.**

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

**4. CONTACT DETAILS & RETURN ADDRESS**

NAME OF APPLICANT(s)

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

**5. DECLARATION**

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

VISASMART TRAVEL SOLUTIONS LTD  
www.visasmart.co.uk

Company registration 12625106

VAT registration 349438564

## INFORMATION FOR THE NOTARY SERVICE

Some documents must be notarised by a Notary solicitor to authenticate the signature & confirm the document is legitimate. In most cases, you would need to be present in order to confirm your identity but we can attend on your behalf as long as we have your authorisation to do so.

In most cases, your documents will need to be copied & it is the copy of the document that the solicitor will notarise. If you are using an original document, it may not need to be notarised unless it does not contain a signature (such as a Scottish disclosure certificate).

In the majority of cases, notarised documents will need to be attested at the FCDO if they are going to be used overseas. We can do this for you too. Please select the FCDO service from our menu. We also offer extensive embassy legalisation services. If you cannot find the country that your document needs to be legalised for in our service menu, please contact us.

Please note that the Notary solicitor will charge per document being notarised. If you require 2 documents to be notarised, they will charge 2 sets of fees. Our service charge is, however, only payable per visit - if we are attending to attest 2 documents for example, your fees will be 2x Notary but 1x our service charge.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send a cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain a unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to return the approved E-visa. You must check your documents on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, [www.visasmart.co.uk](http://www.visasmart.co.uk). By using our services, you are agreeing to those terms.

NOTARY AUTHORISATION

NAME & ADDRESS

DATE

I hereby authorise VISASMART TRAVEL SOLUTIONS LTD to act on my behalf for Notary services. I confirm that the document supplied is the original version.

SIGNED