



Please complete and return to:  
**Vital Certificates Ltd**  
 381 Bradford Road  
 Batley, WF17 5PH  
 United Kingdom  
 Fax: +44 (0)845 838 8433



**UK Apostille Stamp  
 Order Form**

Notes and explanations:

**Note 1:** Birth, Marriage, Death & Adoption certificates **must** be original certified copies. We cannot legalise photocopies certified by a solicitor or Notary Public.

**Note 2:** Birth Certificates are advised to be the Long-Form version if the document is to support any legal or official purpose as Short-Form certificates are rarely accepted by any authority.

**Note 3:** Deed Poll Change of name documents require certification by a UK Solicitor or Notary Public before being legalised. If you have yet to arrange this certification, we can arrange this on your behalf. Simply choose the 'Statutory Declaration' option above.

**Note 4:** Power of Attorney documents must be countersigned by a Notary Public (not a Solicitor) before being legalised.

**Note 5:** Original Passports cannot be Apostilled directly. A photocopy of the photo and details page must be supplied that has been certified by a practising UK Notary or Solicitor. Please **do not** send us your original passport.

**Note 6:** Documents issued by Companies House can be legalised directly only if they have been signed by an officer of Companies House. If the document has not been signed, a Statutory Declaration will be required prior to legalisation. In this case, choose the 'Statutory Declaration' option above.

**Note 7:** Educational documents (must be issued by an accredited UK Educational establishment) require a Statutory Declaration before they can be Apostilled. As such, please choose the 'Statutory Declaration' option.

Payment Calculator

You may find the grid below useful to calculate the total payment due for your purchase.

	Price	Quantity	Line Total
Certificate Fee:			A
Options (Scan or Apostille):			B
Delivery (For courier fees please check the enclosed price list):			C
Subtotal (Add together boxes A + B + C):			D
VAT (see below)* (Multiply Box D by 0.2 or 20%):			E
Total (Add together boxes D + E):			

\*VAT (at 20%) is only chargeable where the certificate is being shipped within the EEC. You **MUST** add this if delivery is to the following countries:

- |                        |         |            |             |          |
|------------------------|---------|------------|-------------|----------|
| <b>United Kingdom</b>  | Denmark | Hungary    | Malta       | Slovenia |
| Austria                | Estonia | Ireland    | Netherlands | Spain    |
| Belgium                | Finland | Italy      | Poland      | Sweden   |
| Blugaria               | France  | Latvia     | Portugal    |          |
| Cyprus (Southern Only) | Germany | Lithuania  | Romania     |          |
| Czech Republic         | Greece  | Luxembourg | Slovakia    |          |