

Complete and return to:
Vital Certificates Ltd
 Suite 35, Batley Business Park
 Technology Drive, Batley
 West Yorkshire, WF17 6ER
 0330 088 1142



**Adoption Certificate
 Order Form**

Details of the certificate required:

Subject full adopted name:	
Date of birth (see note 1):	
Adoptive Father's name (see note 2):	
Adoptive Mother's name (see note 2):	
Year of Adoption:	
Adoption Court (required if under 16)	

Service Options

Please choose the certificate authority:

England/Wales	Scotland	Northern Ireland
Standard Service (20 days) £19.95 + vat (£ 23.94)	Standard Service (15 days) £19.95 + vat (£ 23.94)	Standard Service (12 days) £19.95 + vat (£ 23.94)
No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>
Priority Service (3-4 days) £39.95 + vat (£47.94)	Priority Service (3-4 days) £49.95 + vat (£ 59.94)	Priority Service (3-4 days) £49.95 + vat (£ 59.94)
No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>

Optional Services **Delivery Options**

Optional Services	UK Deliveries			Overseas Deliveries		
	1st Class (£2.00+VAT)	Recorded (£3.00+vat)	Sp. Delivery (£ 10.00+vat)	Airmail (£ 3.00)	Tracked £10.00	Courier (See Price List)
Scan Copy (£5.00+vat) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apostille (See Price List) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delivery Information **Payment Choice**

Name:	Credit Card <input type="checkbox"/> (Complete Below)
Address:	
Postcode/Zip Code:	
Country:	Cheque <input type="checkbox"/> (Payable to Vital Certificates Ltd)
Contact Telephone Number:	
E-mail Address:	

Card Payment Information (Visa/Mastercard/Solo/Maestro/American Express accepted)

Card Number:

Start Date (if stated) / Issue Number (if stated) Expiry Date / CVC Security Code

Name on Card:

Notes and explanations:

Note (1): If the exact date of birth is not known, please state the year. We will search 2 years either side of this year.

Note (2): These details are required under UK identity theft legislation for births since 1958.

What is...?

Scan Copy: We will take a scan of the certificate and email it to you before posting. This can be helpful where a photocopy is sufficient for your purposes, especially for overseas applications.

Apostille: We will arrange for the Foreign & Commonwealth to legalise the document for overseas use. An Apostille stamp will be added to the reverse of the certificate, with the addition of a raised seal.

CVC Security Code: This is either the last 3 digits printed on the signature strip on the reverse of your card, or for American Express cards, the 4 digits printed on the right above the card number on the front of your card.

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 20.00%):			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:

- | | | | | |
|------------------------|---------|------------|-------------|----------|
| United Kingdom | 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 | |