

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



**Adoption Certificate
 Order Form**

Details of the certificate required:	
Full Adopted Name:	
Date of Birth:	
Adoptive Father's name:	
Adoptive Mother's name:	

Service Options

Please choose the certificate authority:

England/Wales	Scotland	Northern Ireland	British Overseas	Channel Islands
Standard Service (8-10 days) £24.95 + vat	Standard Service (15 days) £24.95 + vat	Standard Service (12 days) £24.95 + vat	Standard Service (8-10 days) £24.95 + vat	Standard Service (8-10 days) £34.95 + vat
No. of copies:	No. of copies:	No. of copies:	No. of copies:	No. of copies:
Priority Service (3 days) £39.95 + vat	Priority Service (3 days) £49.95 + vat	Priority Service (3 days) £49.95 + vat	Priority Service (3-4 days) £39.95 + vat	Priority Service Unavailable
No. of copies:	No. of copies:	No. of copies:	No. of copies:	

Optional Services	Delivery Options					
Scan Copy <input type="checkbox"/> (£2.50+vat) Apostille <input type="checkbox"/> (See Price List)	UK Deliveries			Overseas Deliveries		
	1st Class (Free) <input type="checkbox"/>	Recorded (£3.00+vat) <input type="checkbox"/>	Sp. Delivery (£6.50+vat) <input type="checkbox"/>	Airmail (Free) <input type="checkbox"/>	Tracked (£10.00+vat) <input type="checkbox"/>	Courier (See Price List) <input type="checkbox"/>

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

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

Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Start Date (if stated) Issue Number (if stated) Expiry Date CVC Security Code

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name on Card:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 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:

- | | | | | |
|------------------------|---------|------------|-------------|----------|
| 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 | |