



GETTING DOCUMENTS NOTARISED

at the Attorney General's Chambers



PUBLIC GUIDANCE



Why get documents notarised?



- Notarisation is a system used to stop fraud.
- It confirms that the person signing a document was properly identified.
- It proves that the person signed the document of their own free will.
- It allows legal transactions to be confirmed.



What is a notarial act?

- A notarial act is when the authenticity of a document is confirmed by a Notary Public.
- A Notary Public is the person who witnesses your signature and/or certifies that the documents are true copies.
- They will sign a certificate that explains what is being notarised, and stamp it with their seal.
- The documents are attached to the certificate with the Notary's signature and stamp added.

What is an Apostille?



- An "apostille" is a certificate attached to documents for use in countries signed up to the Hague Convention, 1961.
- After the notary has witnessed the documents, the apostille is then signed by His Excellency Governor of the Falkland Islands, to verify the Notary Public who issued the apostille. This is often referred to as 'legalisation'.
- It certifies the documents so that they can be recognised legally in those different countries (see list attached).



Hague Convention: Countries List

The countries listed below are signed up to the Convention, and recognise apostilles as legal authorisation of a document.

The purpose of the Hague Abduction Convention is to;

"protect children from the harmful effects of international abduction by a parent by encouraging the prompt return of abducted children to their country of habitual residence, and to organize or secure the effective rights of access to a child."

- **Albania**
- **Andorra**
- **Antigua and Barbuda**
- **Argentina**
- **Armenia**
- **Australia**
- **Austria**
- **Azerbaijan**
- **Bahamas**
- **Bahrain**
- **Barbados**
- **Belarus**
- **Belgium**
- **Belize**
- **Bolivia**
- **Bosnia and Herzegovina**
- **Botswana**
- **Brazil**
- **Brunei Darussalam**
- **Bulgaria**
- **Burundi**
- **Cape Verde**
- **Chile**
- **China, People's Republic of (Hong Kong & Macao Only)**
- **Colombia**
- **Cook Islands**
- **Costa Rica**
- **Croatia**
- **Cyprus**
- **Czech Republic**
- **Denmark**
- **Dominica**
- **Dominican Republic**
- **Ecuador**
- **El Salvador**
- **Estonia**
- **Fiji**
- **Finland**
- **France**

- Georgia
- Germany
- Greece
- Grenada
- Guatemala
- Guyana
- Honduras
- Hungary
- Iceland
- India
- Ireland
- Israel
- Italy
- Japan
- Jamaica
- Kazakhstan
- Korea, Republic of
- Kosovo
- Kyrgyzstan
- Latvia
- Lesotho
- Liberia
- Liechtenstein
- Lithuania
- Luxembourg
- Malawi
- Malta
- Marshall Islands
- Mauritius
- Mexico
- Moldova, Republic of
- Monaco
- Mongolia
- Montenegro
- Morocco
- Namibia
- Netherlands
- New Zealand
- Nicaragua
- Niue
- North Macedonia, Republic of
- Norway
- Oman
- Palau
- Panama
- Paraguay
- Peru
- Philippines
- Poland
- Portugal
- Romania
- Russian Federation
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent and the Grenadines
- Samoa
- San Marino
- Sao Tome and Principe
- Serbia
- Seychelles
- Slovakia
- Slovenia
- South Africa
- Spain
- Suriname
- Swaziland
- Sweden
- Switzerland
- Tajikistan
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkey
- Ukraine
- United Kingdom of Great Britain and Northern Ireland
- Uruguay
- Uzbekistan
- Vanuatu
- Venezuela





What you need to do :

- Make an appointment with us by telephone or email.

Before the appointment please provide us with:

- Copies of the documents to be notarised. If these are not in English please attach a translated copy too.
- A scanned or photocopied version of the identity documents needed, e.g. a passport and/or ID card
- Any guidance notes for the notarial act that you may have been given.

What you need to bring to the appointment :

- The number of copies you need of the documents, and one extra for our records
- Your identity documents.
- Payment. You can pay FIG by cash, cheque or transfer slip (see prices overleaf).

What we do :

- We create the certificate needed for the Notary to sign.
- If needed we prepare the apostille with the Public seal on, and get it signed by His Excellency the Governor.
- We contact you when the documents are ready to collect.
- We keep one set for our records.

£ Costs:

Charge for a notary with apostille is: £36
Notary (without apostille): £26 and 50p per page
copied

Where are we?

The Attorney General's Chambers.
(We are in the long white building right
behind the Secretariat).



Contact Us



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*This booklet offers brief guidance on the law and is not intended to be
comprehensive or definitive.