



BEFORE YOUR VISIT

Things to remember before your appointment

PLEASE BRING ONE FORM OF ID FROM LIST A & ONE FROM LIST B



LIST A (IDENTITY)

- passport (signed)
- photocard driving licence*
- firearms licence/shotgun certificate
- national identity card

N.B. If you have changed your name, please bring appropriate evidence, e.g. a marriage certificate, divorce decree absolute, deed of change of name, etc.

**N.B. If using your driving licence for the document in List A, you must use a different document from List B*

LIST B (PROOF OF ADDRESS)

- gas or electricity bill
- council tax statement
- mortgage/bank account statement
- photocard driving licence*
- tenancy agreement



CHECK YOUR DOCUMENTS

We can only notarise complete documents, so make sure there are no gaps or blanks and that all attachments/exhibits are present.

DON'T SIGN UNTIL THE MEETING

The notary will need to witness the signature on the document so please do not sign until in the presence of the notary.



CHECK WITH THE RECIPIENT

Always ask the recipient if there are any special requirements or if they have specific instructions (e.g. legalisation or an Apostille).