

Apostille Certificates

FOR UK RESIDENTS - ORDER FORM

APCS Tel : 0845 6431145
Email: enquiries@accesspcs.co.uk

Victoria House,
4 Greenfield Road,
Southport, Merseyside,
United Kingdom (UK), PR8 5LX

1 Basic Disclosure with an Apostille Certificate
(for UK residents - Currently living in the UK)
Please note: This is Certified by a UK Solicitor (Commissioner for Oaths) or other Public Body official. It is not notarised by a Public Notary.

Enter Quantity @ **£105.00 each**

2 Do you require an Apostille on any other documents? (If Yes, please fill out this section. If No, go to section 3)
PLEASE NOTE:- A full description of Tier 1 and Tier 2 documents can be found on page 2.

Number of additional TIER 1 documents required? @ **£65.00 each**
Please list your Tier 1 document/s:

Number of additional TIER 2 documents required? @ **£85.00 each**
Please list your Tier 2 document/s:

3 Return Delivery - Within the UK - Free Delivery
We will return all of your documents by Royal Mail Next Day delivery - **FREE** @ **£0.00 each**

4 Total cost of your order
Please calculate the total of your order and place the amount in the box **£** **.00**
We will supply a VAT receipt upon the return of your documents.

All prices quoted are fully inclusive of VAT and include all other fees.

5 Payment Can be made by debit/credit card, by completing the details below or contacting us (see above). We do not accept American Express.

Card Type:- (Please circle) **Visa** **Mastercard** **Switch** **Discover** **Solo**

Card Number (16 digit number)

Valid from date / Valid to date /

Please Note that not all cards have a valid from date and/or to date.

Security Code— 3 digits on signature strip

Issue Number (switch card only)

I hereby authorise the stated amount to be collected from my card account Signed:

6 Your Contact Details:-	Delivery Details (if different)
Name:- _____	Name:- _____
Surname:- _____	Surname:- _____
Full address:- _____	Full address:- _____
Post Code:- _____	Post Code:- _____
Email:- _____	Email:- _____
Telephone Number:- _____	Telephone Number:- _____

Once completed, please send your order to us:

Our address is:- **APCS**
Victoria House
4 Greenfield Road
Southport
Merseyside
PR8 5LX

Important: Remember to enclose your Original Documents (listed above in section 2). **Do not send photocopies.**

Note: You only need to send page 1 of the Order Form - please keep page 2 for your reference.
If you get stuck at any point. Don't worry! Simply contact us (our contact details can be found at the top right of all pages).

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TIER 1 AND TIER 2 DOCUMENTS EXPLAINED

Eligibility of Documents for Apostille

The list below shows documents eligible for the Apostille service. Some need signing by our solicitor (Tier 2), some do not need further signatures (Tier 1). That is why Tier 2 documents cost a little more.

Original Document or Photocopy ?

You may want an Apostille on your original document, or on a photocopy of your document. The list below also shows whether Apostilles are possible on original or photocopied documents. Whichever option you choose, **always send us the original document**. Don't worry if your document is not listed. Simply email us with your requirements!

Apostille issued to:		Documents we can issue with an Apostille Certificate
Original	Photocopy	
Tier 1	Not allowed	A UK document - that has already been signed by a UK Solicitor or Notary.
Tier 1	Not allowed	Association of Chief Police Officer (ACPO) certificates - Original signed by an ACPO official.
Tier 1	Not allowed	Adoption Certificates - Original or original official copies issued by the General Register Office (GRO) or local Registry Offices
Tier 1	Tier 2	Affidavits and statutory declarations - that has already been signed by a UK solicitor or Notary
Tier 2	Not allowed	Basic Disclosure - Not signed by a UK solicitor/Notary Public nor signed by an official at Disclosure Scotland
Tier 1	Not allowed	Basic Disclosure - signed by a UK solicitor/Notary Public or signed by an official at Disclosure Scotland
Tier 1	Not allowed	Birth Certificates (UK) - Original or original official copies issued by the General Register Office (GRO) or local Registry Offices
Tier 1	Not allowed	British Overseas Territory issued documents - signed by an official of the Government in the Territory concerned.
Tier 1	Not allowed	Certificate of No Impediment (CNIs) - Original or official copies issued by the General Register Office (GRO) or local Registry Offices
Tier 2	Tier 2	Change of name by deed poll - Original or original official copies must be sent to us. Scanned signatures from website NOT acceptable
Tier 2	Not allowed	Civil Partnership Certificates - Original or original official copies issued by the General Register Office (GRO) or local Registry offices
Tier 1	Tier 2	Company House Documents - signed by an official at companies house
Tier 2	Tier 2	Company House Documents - NOT signed by an official at companies house
Tier 1	Tier 2	Court Document - Issued by UK court and bear the courts original seal of that UK court
Tier 1	Not allowed	Death Certificate - issued and signed by a UK coroner
Tier 1	Tier 2	Declarations and Notarial Acts - certified by a UK solicitor or Notary
Not allowed	Tier 2	Driving Licence (UK) - (original UK Driving Licence must be sent to us)
Tier 2	Tier 2	Education Certificates/Document - issued by an accredited education authority in the UK
Tier 2	Not allowed	Enhanced Disclosure - Original or original official reprinted copies issued by the Criminal Records Bureau (CRB)
Tier 1	Tier 2	Export Certificates - bearing an original signature of an official of a UK Government Department/UK Chambers of Commerce
Tier 2	Tier 2	Export Certificates - NOT bearing an original signature of an official a UK Government Department/UK Chambers of Commerce
Tier 2	Not allowed	Foreign Language Translations of UK Documents - translation drawn up in the UK and NOT already signed by a UK solicitor.
Tier 1	Not allowed	Foreign Language Translations of UK Documents - translation drawn up in the UK and already signed by a UK solicitor.
Tier 2	Tier 2	Government Department Documents – Original signed by an official of a UK Government Department.
Tier 2	Tier 2	HM Revenue & Customs (HMRC) documents - NOT signed by a HMRC Official
Tier 1	Tier 2	HM Revenue & Customs (HMRC) documents - signed by a HMRC Official
Tier 1	Not allowed	Marriage Certificates (UK) - Original or original official copies issued by the General Register Office (GRO) or local Registry offices.
Tier 1	Not allowed	Medical documents (reports, letters etc) - original signed by a UK doctor registered to practise with the General Medical Council.
Tier 1	Not allowed	National Identification Certificates (NIS) - signed by an NIS official
Tier 1	Not allowed	No Trace Letters - Original or original official copies issued by the General Register Office (GRO) or local Registry offices.
Not allowed	Tier 2	Passport - (British or Foreign passports accepted). Original must be sent to us.
Tier 1	Not allowed	Pet Travel Scheme - Original and signed by a qualified Veterinary Surgeon
Tier 1	Tier 2	Power of Attorney - Original and signed by a UK solicitor or Notary
Tier 2	Tier 2	Religious Documents - All original, issued within the UK and not issued by the GRO.
Tier 2	Not allowed	Standard Disclosure - Original or official reprinted copies issued by the Criminal Records Bureau (CRB)
Tier 1	Tier 2	UK court (county court) documents - Original documents issued by UK courts (with their original seal/stamp)
Tier 1	Tier 2	Will - Original already signed by a UK solicitor or Notary

What Happens Next?

Continue to fill out the first page of the order form. Once completed, send your order to us and **remember to enclose your Original documents**. If you get stuck at any point. Don't worry! Simply contact us (our contact details can be found at the top right of this page).