

REQUEST FOR LEGALISATION OF A DOCUMENT

Please complete this form for the documents which you require to be legalised

<u>Applicant's name and address</u>	
<hr/>	
Daytime telephone No.	
<hr/>	
Standard service	<input type="checkbox"/>
Premium service	<input type="checkbox"/>
Document will be collected	<input type="checkbox"/>
Please return Document by	
Ordinary Post	<input type="checkbox"/>
Registered post	<input type="checkbox"/>
<hr/>	
FOR OFFICIAL USE ONLY	
Receipt No.	
Date	
<hr/>	
Global Cert No. JYG	

LEGALISATION OF DOCUMENTS OFFICE

OUR SERVICE STANDARDS

Standard Service

It is our aim to legalise a document within 1 working day of receipt. Documents brought to our office before mid-day will normally be ready for collection the following morning and those brought in after mid-day, will be ready for collection the following afternoon. We can return your document by post if you wish.

A document received in the morning mail will be sent out with that afternoon's post or the following afternoon. If you wish to collect a document sent by post you should check first that it has been received and processed ready for collection.

Premium service

If your document is required the same working day please opt for the Premium service. A maximum of five documents may be submitted using this service at any one time and will be legalised while you wait.

LD08

