

Denise Herrington- Notary Public

Frequently Asked Questions (FAQs)

Why Do You Need a Notary?

If you need to see a notary it will be because you need to sign a document which is being relied upon abroad. The work undertaken by each notary is not a rubber stamping exercise and may require you to provide information or supporting documents and/or require other verification process will need to be followed.

Should I make an appointment?

Please call or email your enquiry first and Denise will explain how she can help and will provide a fee quote. Invariably you will have to see the Notary in person and an appointment will be necessary.

Should I send you the document in advance?

Before I can notarise a document for you I will need to understand what the document is, what you have been asked to do and which country your document will be sent to. It is always helpful to see any document in advance of your appointment with me. This avoids delays with your document and ensures I am comfortable with what is expected prior to your appointment.

Would it be helpful if I sign the document before my appointment?

No, it is important that I witness you actually signing the document, please do not sign it before you come to see me.

Does it matter if my document is in a foreign language?

I may not be able to notarise a document if it is in a language which I am not familiar with if it is not accompanied by an English translation.

Is signing in front of a Notary sufficient or will my document need legalisation?

Depending where the document is to be sent I will be able to advise whether signing in front of a notary is sufficient or whether you need legalisation at the Foreign and Commonwealth Office (called an Apostille) and (possibly) at the Embassy of the country where the document is to be sent.

How long will it take?

Every request for notarising documents will have different requirements so it is impossible to say how long any assignment will take. The key stages involved will cover some, if not all, of:

- receiving your instructions and reviewing documents you need to sign;
- sending you a quote for fees and disbursements, with my terms of business. At this stage I will explain the likely turnaround time;
- liaising with your advisors to check requirements or to suggest amendments to the documents, where necessary;
- meeting with you; checking your ID and authority needed to sign;
- preparing and affixing a notarial certificate and sewing up your document;
- arranging for legalisation of the document at the Foreign and Commonwealth Office; and

- checking the document, keeping a copy, returning the original to you or as you have instructed.

How much will it cost?

A guide to the likely fees you can expect are set out in the Charges section of my terms and conditions [here](#). I will always provide you with a quotation before carrying out any work.