

Request for notarisation of a degree certificate issued by a UK educational institution.

Please complete all the boxes on this form so that I have the data I need to enable me to deal with your request.

Your full name	
Your date of birth	
What is your current residential address?	
If you currently reside outside the UK please provide a UK address.	
Telephone number	
Email address	
What qualification do you have?	
Where does the certified copy of the degree certificate have to be sent? <i>(This is the receiving jurisdiction e.g. South Korea, or UAE).</i>	
For what purpose? <i>(e.g. to support job application)</i>	
Does the certified copy of the degree certificate need to be legalised? See the information leaflet "Legalisation Procedures" for further information. You may wish to check with the person or body who has requested the certified copy of your degree as to whether they require it to be legalised.	Yes No I will legalise the document(s) myself. Please legalise the document(s) for me.

The following is your authority to me to enable me to access your records. Please complete it, then sign and date it.

To:*(name of body awarding your degree)*.

I hereby authorise Neil Leonard Oakes, Notary Public, of 1 St Andrew's Mount, Kirk Ella, Hull, HU10 7TD to request information from you concerning the award of my degree, and I hereby consent to you releasing this information to him.

Signed Print name.....

Print name as it appears on the degree certificate, if different.....

Date.....

What you need to do now:

1. Scan your degree certificate and send me a copy of the scan. If you do not have easy access to a scanner you need not do this, but it can save time.
2. Scan your ID documents and send me a copy of the scan. If you do not have easy access to a scanner you need not do this, but please send me photocopies in the post. Please refer to the leaflet "Note on ID Requirements" for details of what to send.
3. Scan this completed form and send me a copy of the scan. If you do not have easy access to a scanner you need not do this, but please send the completed form to me in the post.
4. Post the original degree certificate to me.
5. Send your payment to me. Note that if you require me to attend to the legalisation of your degree certificate I will need to let you have further information concerning costs before you can send payment. In that case I suggest that you send me everything listed above and then arrange to pay me online once I have confirmed the price.

My address is N L Oakes, Notary Public, 1 St Andrew's Mount, Kirk Ella, Hull, HU10 7TD