

INFORMATION REGARDING NOTARIAL SERVICES

1. Please ensure that you understand what the destination country's requirements are. Our Notary cannot advise you about this and there is often uncertainty about exactly what is required.

You may need to check the following before your appointment:

- i. Do the documents need to be signed in a particular colour?
 - ii. Do the pages need to be one sided or are double sided documents acceptable?
 - iii. Does the recipient require a certified copy of a document *only* or that the notary must also verify that the document is genuine – this is not the same thing. If the authenticity of the document needs to be verified, the notary will have to make further enquiries directly with the institution that produced the document. For example, contact a university or other institution to obtain direct confirmation that a degree/document was issued by them.
 - iv. We can supply you with E-certification. Please check with the recipient country whether they will accept this – many countries require original documents only.
 - v. Do you need to get the document apostilled or authenticated? You can obtain further information about that here:
<https://www.govt.nz/browse/passports-citizenship-and-identity/proving-and-protecting-your-identity/use-your-nz-documents-overseas/>
2. Please ensure that all documents are fully completed before you arrive for your appointment. If you are not sure about how the document should be completed or have questions, you need to ask the person to whom the document will be sent to answer your queries.
 3. The Notary cannot give advice about the contents of a document. The notary's duty is usually limited to identifying the person/s signing and witnessing their signature. The document can be in a foreign language, provided that the person signing can confirm that he/she understands the document.
 4. The Notary makes copies of all documents and retains them in a protocol. The documents should not be added to or altered in any way after they have been signed by the Notary.
 5. The Notary does not give certified copies of electronically produced document such as utility invoices or bank statements, even if you received them by mail. The documents are not "original".
 6. If you have been asked to produce proof of your residential address you can send the rates invoice or utility bill that you received in the mail as proof of your residential address.
 7. The recipient country may require the Notary to *verify* your residential address. To do that the notary will need take your declaration and view documents that you can produce as evidence of your address (such as your tenancy agreement, rates invoice, utility bill, bank statement and if you own your residential property, the notary will search LINZ).
 8. Please bring identification documents , such as your original passport, driver licence, or other government issued identity document.

Costs:

The cost for notarial services is calculated at \$450.00 plus GST per hour and there is a basic fee of \$180.00 plus GST *per certification*. (This fee is discounted if the matter is dealt with very quickly). There is an additional charge for E-certification of \$10 per document.

It is advisable to email the documents that you need to sign or have certified beforehand, so that we can check them and give you an estimate of the costs.

You will be given an invoice, which is payable when the documents are handed to you.