

CIBTVISAS LEGALISATION ORDER FORM

IMPORTANT DATES?

WHAT DATE DO YOU NEED YOUR DOCUMENT(S) RETURNED

dd/mm/yyyy

*EXPRESS/EMERGENCY FEES: I UNDERSTAND THAT THE LEGALISATIONS AND APOSTILES WILL BE PROCESSED TO MEET THIS DATE AND WILL INCURE EXPRESS OR EMERGENCY SURCHARGES WHERE APPLICABLE.

DOCUMENT TYPE

WHICH COUNTRY DO YOU REQUIRE THE DOCUMENTS TO BE LEGALISED FOR?

	NAME ON DOCUMENT	NUMBER OF DOCS	ORIGINAL	COPY
MARRIAGE/BIRTH CERTIFICATE			☐	☐
EDUCATIONAL CERTIFICATE			☐	☐
POWER OF ATTORNEY			☐	☐
COMPANY LETTER			☐	☐
INCORPORATION CERTIFICATE			☐	☐
OTHER			☐	☐

☐ I understand that by ticking this box the Original Document that requires Legalisation will be officially marked

☐ Documents are to be Apostilled only

TRANSLATION REQUIRED?

☐ Yes☐ No

TRANSLATE FROM

TRANSLATE TO

SPECIAL INSTRUCTIONS

CONTACT INFORMATION WHOM SHOULD WE CONTACT REGARDING THIS ORDER?

NAME

PHONE NUMBER

EMAIL ADDRESS

RETURN INSTRUCTIONS

☐ Return document to the address below

☐ Call for Collection

NAME

COMPANY

ADDRESS

COUNTY/POSTCODE

Return Delivery Method

☐ Royal Mail Special Delivery

☐ Overnight Courier

☐ Same Day Courier

☐ Airport Meet & Greet

PAYMENT DETAILS

CIBTVisas does not accept payment by cheque or cash

☐ Debit Card☐ Credit Card

NAME ON CARD

CARD NUMBER

EXPIRY DATE

☐ I hereby give consent and/or have obtained consent for CIBTVisas to share information provided throughout this request for services with Government Authorities, Visa Application Centres, Logistics Companies, Invitation Providers and/or Translators/Solicitors relevant for this request for services. Information shared may include sensitive information requested by Government Authorities. Your information may need to be transferred outside the EU region to Government Authorities in order to successfully process your service request. For more information about how your data is used, please refer to our Privacy Policy at <https://cibtvisas.co.uk/footer-privacy-policy>

SIGNATURE

I confirm that I have read and agree to CIBTVisas Terms & Conditions as detailed on <https://cibtvisas.co.uk/terms-of-use.php>

NAME

SIGNATURE