



ATTORNEYS NOTARIES CONVEYANCERS

DOCUMENT NOTARISATION / AUTHENTICATION / APOSTILLE

Please complete this form as fully as possible. The details you provide will be used to prepare an accurate quote and to confirm the correct service for your intended use. Fields left blank may delay your quote.

1. CLIENT DETAILS

Full Name	Company / Organisation (if applicable)
Email Address	Phone Number
Postal / Physical Address	
Preferred Contact Method (Email / Phone / WhatsApp)	Best Time to Reach You
Are you the document holder, or acting on someone else's behalf? If acting for another person/entity, please provide their full name and relationship to you	

2. DOCUMENT DETAILS

List every document you need notarised, certified, authenticated or apostilled.

	DOCUMENT DESCRIPTION	ISSUING COUNTRY/AUTHORITY	SERVICE NEEDED Notarisation / Certifying - verifies that a copy is a true copy of an original (mostly for use within South Africa). Attestation – Notary witnesses signing of a document and attests to the authenticity thereof. Authentication (often embassy legalisation) - verifies the notary, for non-Hague countries Apostille - verifies the notary via the High Court, for Hague-member countries If you are unsure which service you need, leave this section blank or select "Not sure — please advise" and we will confirm based on your destination country and purpose.
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3			
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Are documents original, certified copies, or photocopies?

Are any documents in a language other than English?

If translated, is a sworn/certified translation already available? (Yes/No — if yes, by whom)

3. PURPOSE OF NOTARISATION

Select the option that best describes why these documents need to be notarised/authenticated.

- ☐ Study
- ☐ Employment / Work Permit Abroad
- ☐ Immigration / Visa Application



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- ☐ Marriage / Civil Status Abroad
- ☐ Adoption
- ☐ Business / Commercial Transaction (E.G. Contracts, Powers Of Attorney, Company Documents)
- ☐ Property / Real Estate Transaction
- ☐ Banking / Financial Matters
- ☐ Litigation / Court Use
- ☐ Other (Please Specify Below)

If other, or for additional context on purpose, please describe

4. COUNTRY & AUTHORITY OF DESTINATION

Country where document(s) will be used

Specific institution/authority requiring it (if known)

Is the destination country a member of the Hague Apostille Convention? (Leave blank if unsure — we will confirm)

Any specific formatting/wording instructions from the receiving institution (attach any guidance letter if available)

5. PICK UP AND DELIVERY

Date documents needed by

Is this urgent? (note: urgent fees will be applicable)

Please note for certifying (notarisation) requests, we do not offer in-person appointments. Original documents must be sent to us and returned to you by courier — please complete the courier details below.

For attestation requirements, we will travel to you or meet you at a convenient time and venue.

Pick up address for courier

Delivery address for courier



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6. ADDITIONAL NOTES

Anything else we should know (e.g. multiple recipients, prior rejected documents, special deadlines)

Thank you for completing this form. Once received, we will review your requirements and send a written quote confirming service(s), cost and turnaround time.

Kindly return this form to us via our WhatsApp line +27 63 139 8412 or email: info@lea-attorneys.co.za