



EDWARD YOUNG
 NOTARY PUBLIC LONDON
 Incorporating Kober-Smith & Associates

Please complete and return to:
Edward Young Limited Notaries & Lawyers-City Office
 Suite 400, Temple Chambers, 3-7 Temple Avenue, London EC4Y 0HP
 Email: notary@notarypublicinlondon.com
 Web: www.notarypublicinlondon.com

China Authentication Order form

Your full name:				
Tick to select your service:			Tick your delivery option:	
Gold	£425	<input type="checkbox"/>	UK Delivery via Royal Mail Special Delivery £10	International Courier
Gold Plus	£520	<input type="checkbox"/>		£60
Police Certificate Only	£425	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delivery information: Authorisations:

First name: Last Name: Address: Post/Zip Code: Telephone: E-Mail: School and/or Agency: Province:	If paying by Debit or Credit Card I authorize Edward Young Limited to process payment using my details below. I can confirm that I have read and agree to: <ul style="list-style-type: none"> (i) the Data Protection Privacy Notice which I have found at https://www.notarypublicinlondon.com/privacy-notice/ (ii) the Terms and Conditions which I have found at: https://www.notarypublicinlondon.com/china-attestation-terms-and-conditions/ Signature..... Date:.....
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Card Payment Information (Visa/MasterCard/Solo/Maestro/ accepted)

Card Number

Start Date (if stated)	Issue Number (if stated)	Expiry Date	CVC Security Number
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Name on Card:

You must enclose a copy of your passport and proof of address with this form. This is a consulate requirement



3 Step Guide to Completing our Order form and the Chinese Consulate form

Step 1: Our Order form

- Please fill in your name on the form. Select your desired service and delivery option by ticking the appropriate box.
- Complete the delivery information, please ensure that this is correct and that all information, including a delivery contact number is present. If you have been referred to us by an Agency, please put this under “School and/or Agency” in the delivery section.
- You MUST inform us which province you are going to, otherwise our Guarantee won’t apply.
- Finally, read through your terms and conditions, complete the payment information and sign the authorization.

Step 2: The Consulate Application Form

This is the step that sees us receive the most queries about.

It is actually quite simple to fill in once you know how. Most of the form is for our completion. This MUST be typed and MUST be double sided.

Section 1: Please complete with all of your information as requested. There should be no blank boxes, use N/A.

If you have received an offer from an employer, put that information where it says “name of employer”. Otherwise, put N/A.

For home address, please put where you currently reside, be that in the UK or not.

Section 2-7: These parts are precompleted. Ensure the ticks are relevant to your documents. Don’t amend by hand.

Section 8: You must sign in two places.

Firstly, where it states: “signature of the Applicant”. Secondly, below this part, there is a declaration for you to read and sign once more underneath.

Please do not sign by the “Agent” part as this invalidates the form.

Step 3: Final Checklist

This is a list of all you need to send, please include all on the list otherwise it will delay your order:

1. Your UK Issued, Original Documents. We cannot Authenticate photocopies. You must send the original Degree, TEFL or Police Certificate that we are to Authenticate.
2. A Photocopy of your valid Passport. Please don’t send us the original Passport. Ensure your passport is in date, matches the details on the Consulate form and that you have signed the original.
3. A proof of address, this can be a utility bill or bank statement.
4. Our China Authentication Order Form and a double sided, typed and signed Consulate Application Form, to be completed as laid out above

Once you have completed the above, post or courier your order to us.

For details on turnaround times, please see our website.

Upon receipt of your package we will email you with confirmation that we have received your papers and are beginning the process.

We are unable to provide updates during this period and will only contact you if there is an issue with your order.

中华人民共和国驻外使领馆领事认证申请表

Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China

★申请人须如实、完整、清楚地填写本表格，请逐项在空白处用中文或英文大写字母打印体填写，或在□内打√选择。The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select.

1、个人申请 Applicant (For Individual Use Only)					
姓名 Name		性别 Gender		出生地点 Place of birth	
出生日期 Date of birth (yyyy-mm-dd)		国籍 Nationality		职业 Occupation	
身份证件种类 Type of ID	Passport		身份证件号码 Number of ID		
工作机构或学校名称 Name of employer/school			工作机构或学校地址 Address of employer/school		
家庭住址 Home address			电子邮箱 E-mail address		
住宅电话 Home phone number			手机 Mobile phone number		
2、企业及其他组织申请 Applicant (For Company/Organization Use Only)					
企业或其他组织名称 Name of company/organization					
联系地址 Address				电话 Phone Number	
法定代表人信息 Legal Representative of company/organization	姓名 Name			出生日期 Date of birth(yyyy-mm-dd)	
	证件种类 Type of ID			证件号码 Number of ID	
3、公证书或其他证明文书证明的事项 Matters certified by the notarial deeds or other certificates					
<input type="checkbox"/> 出生证 Birth certificate; <input type="checkbox"/> 结婚证 Marriage certificate; <input checked="" type="checkbox"/> 无犯罪记录证明 Certificate of non-criminal record;					
<input type="checkbox"/> 健康证明 Health certificate; <input type="checkbox"/> 学历证明 Diploma; <input type="checkbox"/> 委托书 Authorization letter; <input type="checkbox"/> 声明书 Statement;					
<input type="checkbox"/> 商业文件 Business documents; <input type="checkbox"/> 其他 (请注明) Other (please specify): _____					
4、认证办理目的和文书使用地点 Purpose and Destination of Legalization					
办理目的 Purpose of legalization: <input type="checkbox"/> 婚姻 Marriage; <input type="checkbox"/> 寄养 Fosterage; <input type="checkbox"/> 房产 Real estate;					
<input type="checkbox"/> 诉讼 Litigation; <input checked="" type="checkbox"/> 签证 Visa; <input type="checkbox"/> 领养 Adoption; <input type="checkbox"/> 商务贸易 Business and trade;					
<input type="checkbox"/> 其他 (请注明) Others(please specify): _____					
文书使用地 Destination of legalization: Mainland China					
5、提交材料及申办认证书的份数 Supporting documents and Copies of Legalization					
提交材料 Supporting documents: Passport and apostille copies				份数 Copies	1

6、办理时间 Processing time 注：加急服务须经领事官员批准，并将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply.	<input checked="" type="checkbox"/> 普通 (4 个工作日) Regular service for 4 business days <input type="checkbox"/> 加急 (3 个工作日) Express service for 3 business days
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7、代办人 Agent					
代办人姓名 Name of agent		性别 Gender		国籍 Nationality	
身份证件种类 Type of ID	Passport	身份证件号码 Number of ID		职业 Occupation	Courier
与申请人的关系 Relationship with the applicant	Courier		联系地址 Address	9 Carlos Place London W1K 3AT	
联系电话 Phone number	02074992605		电子邮箱 E-mail address	notary@notarypublicinlondon.com	

8、申请人/代办人声明 Declaration of the Applicant/Agent	
我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.	
★ 申请人签名： Signature of applicant:_____	日期： Date(yyyy-mm-dd):_____
★ 代办人签名： Signature of agent:_____	日期： Date(yyyy-mm-dd):_____

我声明，我已阅读并理解以下内容： 领事认证是指领事认证机构根据自然人、法人或者其他组织的申请，对外国有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能，不对文书内容本身的真实性、合法性负责，文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。 I hereby declare that I have read and understood the content below: The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of certifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents's content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed.	
★ 申请人签名： Signature of applicant:_____	日期： Date(yyyy-mm-dd):_____

以下项目仅供领事官员填写 (For Official Use Only) :		
接案人、接案日期：	签署人、签署日期：	复核人 (如有)、复核日期：