



WOODCOCK
Notary Public

CHECKLIST

International Power of Attorney


INSTRUCTIONS


Use our helpful checklist to ensure your International Power of Attorney will be accepted and valid in the foreign jurisdiction.

When collecting the relevant information for your International Power of Attorney it should always be drafted and signed in accordance to the laws of the country you wish to use it in. This means you should liaise with your lawyer or solicitor abroad to obtain the correct information.


Once you have all the information you need, you are ready to book your appointment with us, Woodcock Notary Public. An International Power of Attorney always needs to be notarised.


CONTACT US

 Opening hours: by appointment only

 National Enquiries: 0330 133 6480

 Head Office: 020 3576 1900

 Free to Call: 0800 049 2471

 Mobile: 07780 128482

 info@woodcocknotarypublic.com

 www.woodcocknotarypublic.com

 Office locations: London, Sheffield, Manchester.

 Mobile appointments are also available to those who cannot travel to our offices.



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Action (The following must be checked with your lawyer)	Option (Circle the applicable)	Done
POA to be translated into local language	Needed / Not needed	
Presented in two columns, one side in English and one in local language	Needed / Not needed	
Number of witnesses	1 / 2 / 3	
Black or blue ink	Black / Blue	
Signed by a notary public	Always needed	
Notarial certificate attached	Needed / Not needed	
Passport bio page or all pages	Bio page / All pages / Not needed	
Birth, Death or Marriage certificates*	Birth / Death / Marriage / Not needed	

*Please note, if you have a UK Birth Certificate, this cannot be Notarised, as it is a Crown Copyright document, issued by the General Registry Office (GRO). As such, it is already a "certified copy" issued by a Public Officer (in this case the GRO). If the birth certificate was issued outside of the UK, then we can indeed notarise it.

CHECKLIST CONTINUES ON PAGE 3



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Action (The following must be checked with your lawyer)	Option (Circle the applicable)	Done
Translation of the above documents	Needed / Not needed	
Inclusion of other documents	Needed / Not needed	
Translation of other documentation	Needed / Not needed	
Legalisation services (Apostille)	Needed / Not needed	
Embassy Legalisation	Needed / Not needed	

<p>NOTES</p>
