

NOTARIES

A notary is a qualified lawyer and a member of the oldest branch of the legal profession. A notary's primary role is to authenticate or verify documents for use abroad by courts, registries, embassies, consulates or other notaries in countries where notarial documentation is required for certain transactions.

There are two types of notaries:

1. General notaries; and
2. Scrivener notaries.

All notaries are required to first qualify as General notaries who, on obtaining further qualification, can go on to become Scrivener notaries. Scrivener notaries specialise in preparing notarial acts and certificates in foreign languages in accordance with the laws of the country to which they relate. They are mostly based in Central London.

All notaries are subject to similar rules as solicitors. It is highly important that a notary remains impartial as his duty is not just to his clients but to all who rely on his notarial acts and certificates.

Notaries are regulated by the Faculty Office of the Archbishop of Canterbury. The Registrar of the Faculty Office oversees the training and qualification of notaries and issues the faculty and the annual practising certificate notaries need in order to practise.

Notaries provide a wide range of services for both private and commercial clients. A notary's duties and functions include, but are not limited to:

- Witnessing Powers of Attorney.
- Authenticating personal documents and information for immigration or emigration purposes, or to apply to marry, adopt children or work abroad.
- Authenticating the contents of documents.
- Authenticating the execution of documents.
- Authenticating company and business documents and transactions.
- Making Statutory Declarations.
- Swearing of Oaths and Affidavits.
- Certifying deeds and other documents.
- Arranging for the legalisation of documents.
- Advising clients on the wordings and forms to use in the preparation of documents.
- Providing notarial copies.

A notary's signature and official seal attests to the execution of documents by him and renders them acceptable to the judicial or other public authorities in the country where they are to be used.

For all notary services contact David Howard, who is a General notary and Solicitor, at our Hitchin Office on 01462 628888.



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