

Please return to:



DR. JENS HEINIG
NOTARY

Poststraße 6 · 40789 Monheim on the Rhine · TEL 02173 / 399591-0 · FAX 02173 / 399591-11 · info@notar-heinig.de

DATA FOR THE PREPARATION OF AN AUTHENTICATION OF SIGNATURES

Further information also under www.notar-heinig.de

Please enter the personal data of the person(s) whose signature(s) is/are to be authenticated!

1. Signatory

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

2. Signatory

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

3. Signatory

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

4. Signatory

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

We kindly ask you to submit the documents you will sign in advance. How would you like to submit the documents?

- come in advance by e-mail come in advance by post are handed over in advance

In which language should we prepare the notarization for you?

- German English Dutch French Polish Spanish

Please let us know how you would like to proceed with the documents after notarization!

- You take the documents **directly** with you. (this is only possible after consultation by telephone)
 You **pick up** the documents **after the appointment**, as soon as we have called you.
 The documents should be sent **by post to your address**, namely to

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- The documents are to be sent **by post to a third party**, namely to

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Please let us know who should bear our costs!

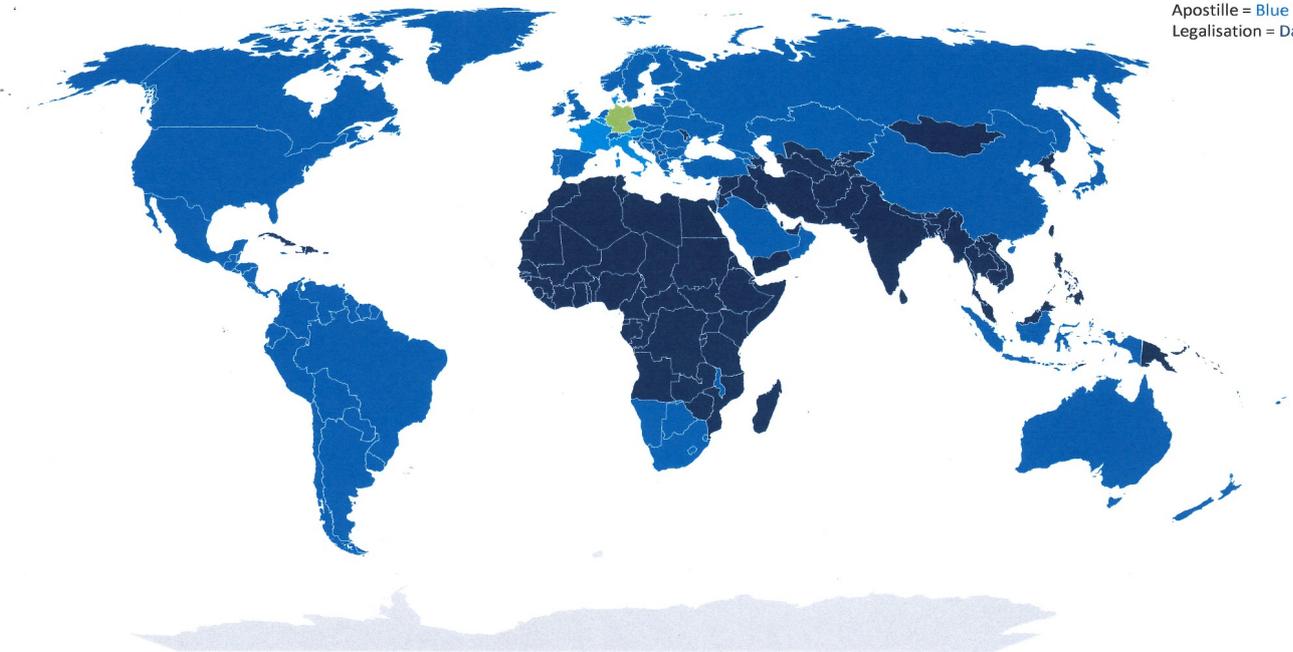
Principle: Signatories, namely:

Exception: **Third party** (In this case, the third party/parties must declare to us in advance that they will bear the costs.), namely:

Please also let us know in advance whether you need an apostille or an interim certification/final certification/legalisation for your document to be recognised abroad and whether you would like us to take care of these formalities for you (or whether you would like to do this yourself). You should find out whether you need an apostille/legalisation from the competent foreign office where you have to present the document. Only in the following foreign countries do you never need an apostille or legalisation: Belgium, France, Italy, Austria, Denmark (excluding Greenland and the Faroe Islands); the authorities there accept documents from German notaries without further formalities. In the following map you can find out whether you do not need any further proof at all (light blue countries), an apostille (blue countries) or legalisation (dark blue countries) for your country.

World Map Apostille and Legalisation

No evidence = Light blue
Apostille = Blue
Legalisation = Dark blue



Is your certificate required for abroad?

No Yes, and for the following country:

Should we obtain the apostille/intermediate authentication/final certification? As a matter of principle, we do not obtain the legalisation!

No Apostille/interim certification/final certification by us

Do you have any other wishes/comments?

Reset entries

You can calculate the notary fees here!