



Foreign &
Commonwealth
Office

THE LEGALISATION OFFICE

The Legalisation Office is the only competent authority to issue legalisation or apostille certificates in the UK.

What is legalisation?

Legalisation is the confirmation that the signature, seal or stamp on a UK public document is genuine. The Apostille/certificate does not certify the authenticity of a document or give approval of its content.

Legalisation is often required by foreign authorities before they will accept a UK public document for use in their country.

We advise all customers to check the legalisation requirements of the destination country before submitting their application to us. This can be done by contacting the relevant Embassy/High Commission/Consulate in the UK. The Foreign and Commonwealth Office cannot advise on the specific requirements of a recipient country or state.

How do I get my documents legalised?

Documents should be sent to us by post only. Customers should not travel to Milton Keynes to present their documents in person as the public counter is closed.

Customers should visit our website and access the 'How to Apply' page for full details. Customers must also visit the 'Documents we can Legalise' pages on our website for information on how your document should be presented to us. An application form must be completed and sent by post, together with documents and payment (or online payment details) to our office in Milton Keynes.

We aim to process and despatch all straightforward applications on the next working day after receipt. Processing times will increase if your application is non-straightforward or not complete.

What is the fee for legalisation by post?

The fee is £30 per signature we confirm.

How do I pay?

We encourage our customers to pay online in advance by visiting our website. Customers must also ensure that the correct return postage is paid or the return of their documents will be delayed. Postage will be automatically added if the legalisation fee is paid online. Postal rates vary depending on destination. Customers who include their own pre-paid, A4-sized envelope may also pay online and use the 'Legalisation Fee Only' option.

Customers may also pay by UK postal order, banker's draft or business cheque made payable to the 'Foreign and Commonwealth Office'. We do not accept personal cheques or cash.

Customers who do not pay online must include additional payment for the return of their documents. Please refer to our website for FedEx postal charges. Customers may also include a pre-paid A4- sized envelope.

Premium Business Service (Central London)

Customers with business-related documents or customers acting on behalf of a company or its clients may use the same-day Premium Service in central London. Business customers must pre-register before using this service. The Premium business fee is £75 per signature we confirm and payment will only be accepted online.

This leaflet is for general guidance only. We strongly recommend that you visit our website at www.fco.gov.uk/legalisation to check our requirements before submitting an application.

Our website address is:
www.fco.gov.uk/legalisation

Our postal address for customers is:

The Legalisation Office
Foreign and Commonwealth Office
PO Box 6255
Milton Keynes
MK10 1XX

Our postal address for customers sending applications by courier service from overseas is:

The Legalisation Office
Foreign & Commonwealth Office
Hanslope Park
Hanslope
Milton Keynes
MK19 7BH

Telephone Enquiry Line:
Open from 1200-1600 Monday-Friday
UK Callers: 037 00 00 22 44
International Callers: +44 20 7008 5959