

Manual - for Legalizing Notarial Power of Attorney.

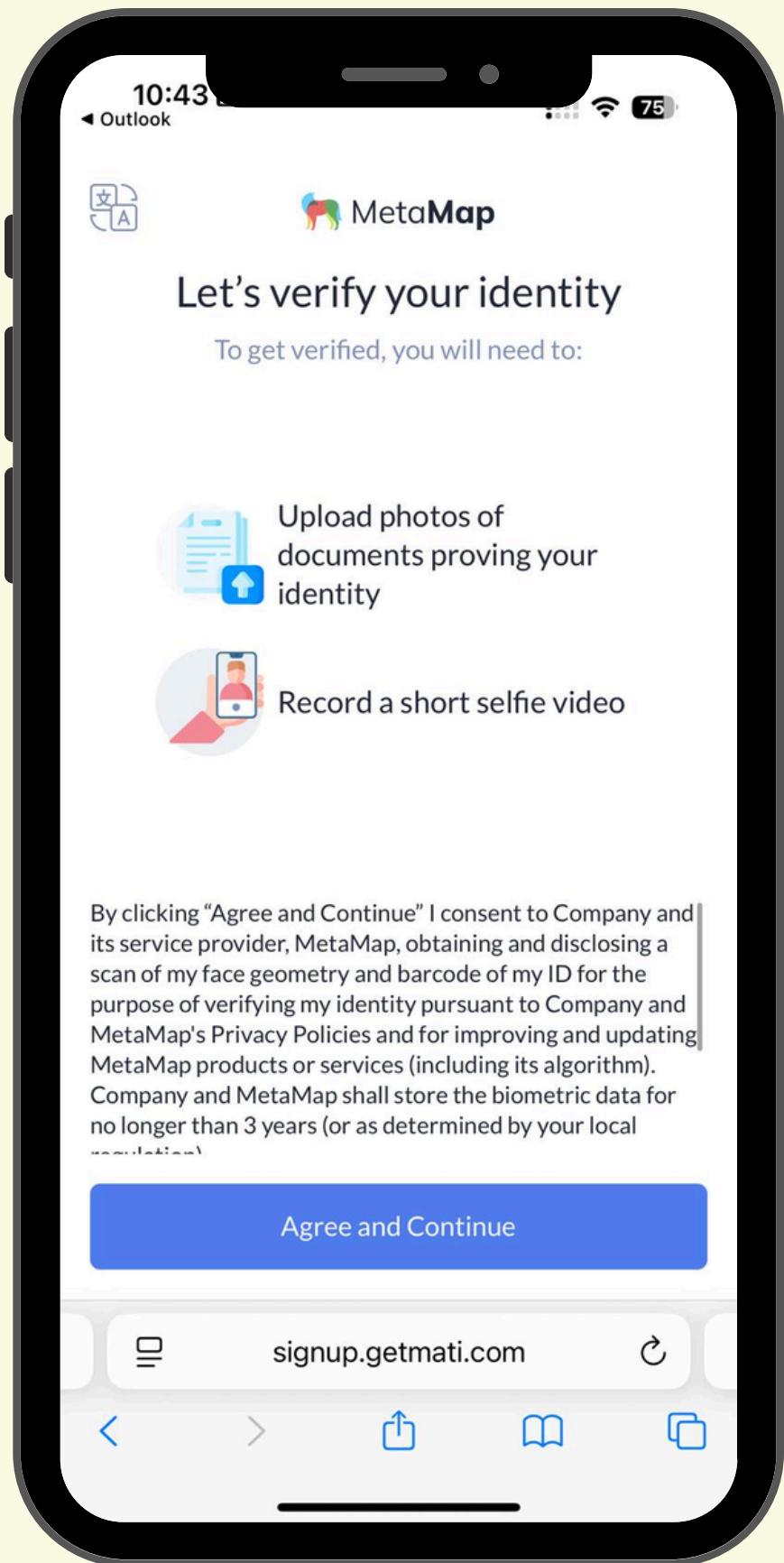
This guide is designed to help you legalize your notarial power of attorney entirely online. The process takes only about 5 minutes to complete.

Make sure you have your credit card and identification document ready before you begin.

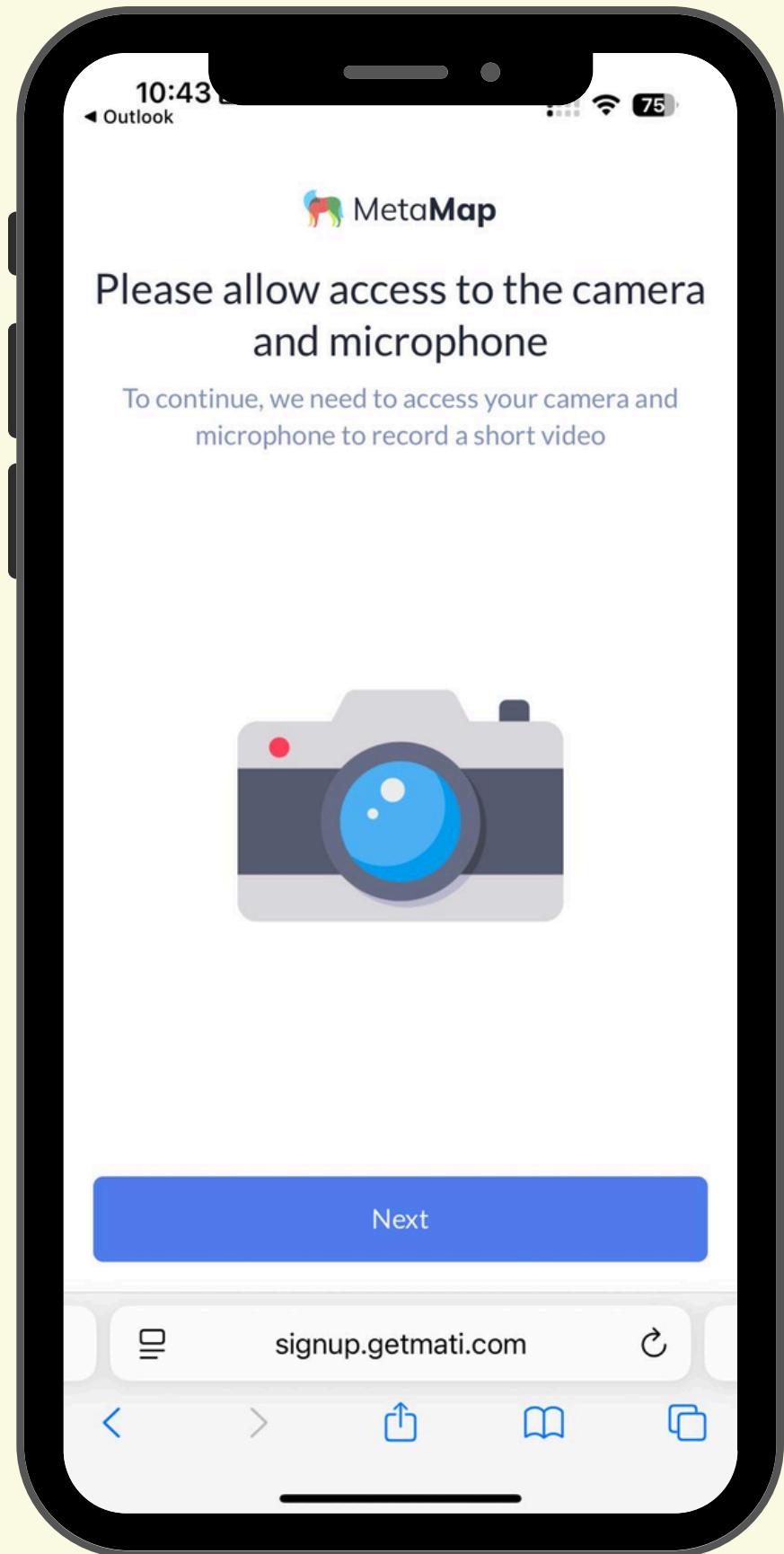
Once you've completed the online legalization, you don't need to do anything else. The online notary will handle the legalization and send the document to us by post.

It's that simple—just follow the steps and we'll take care of the rest.

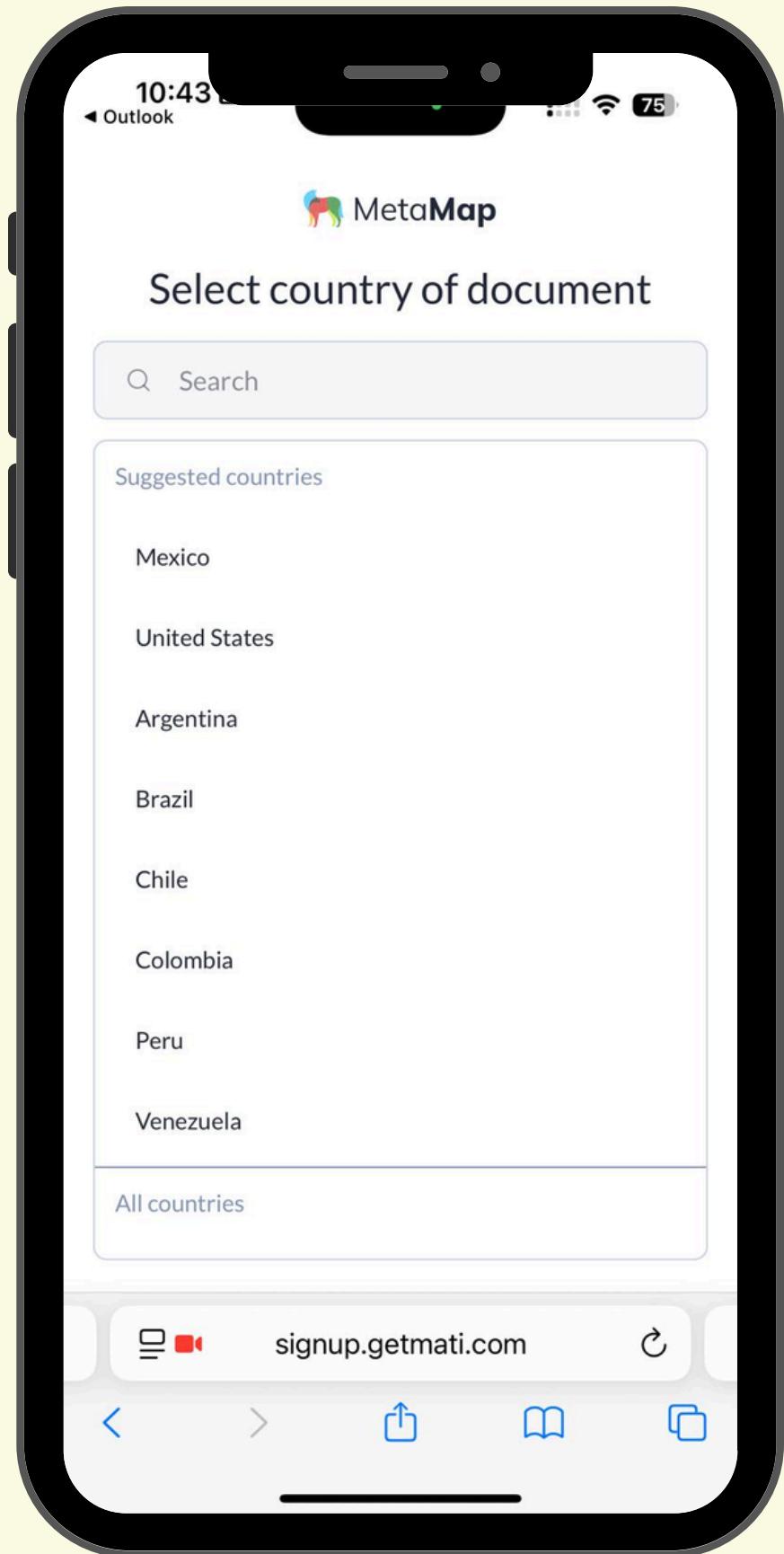
Step 1: Verify identity



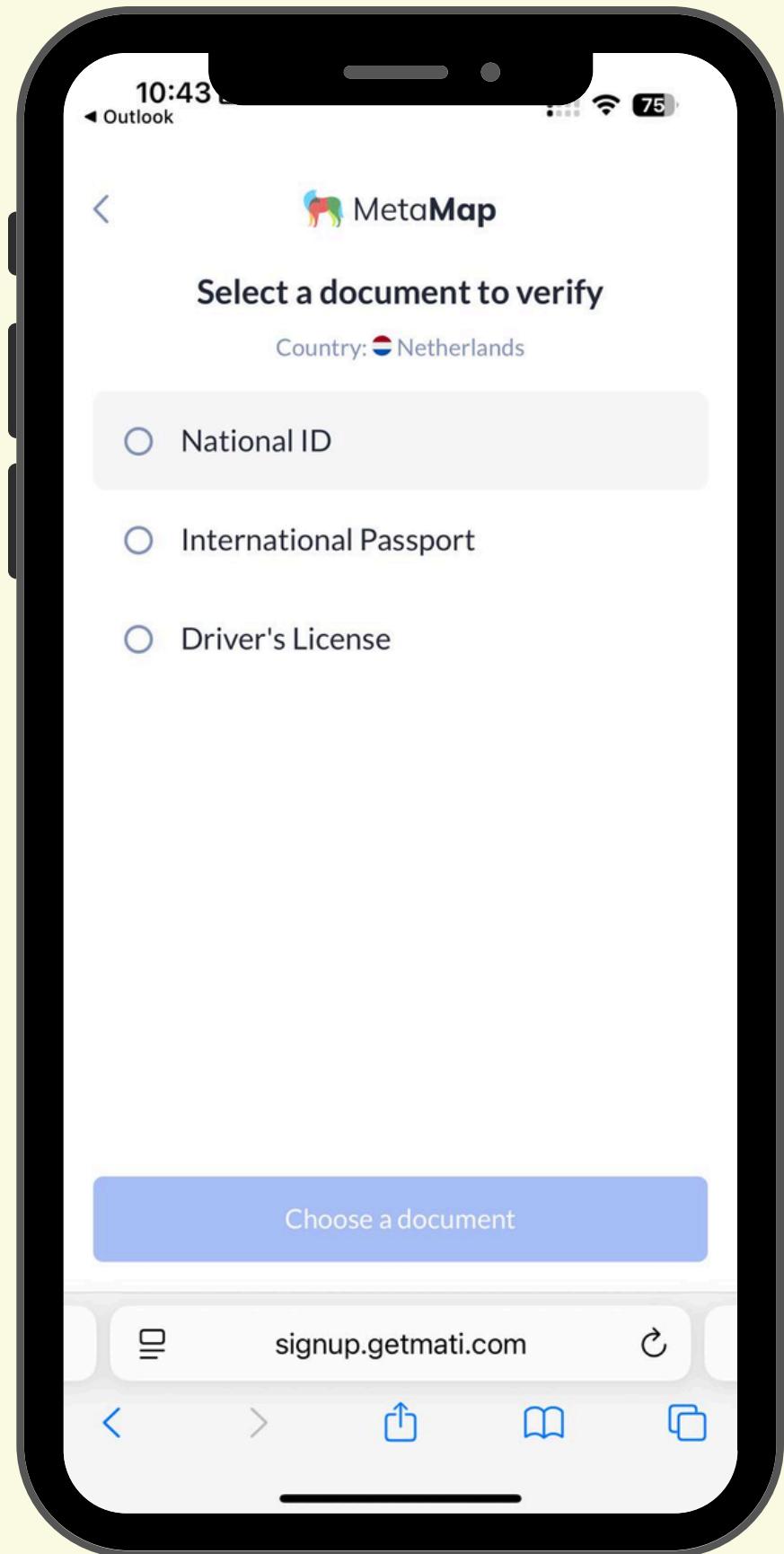
Open the link and verify your identity. Click on Agree and continue.



Allow access to your camera and microphone.



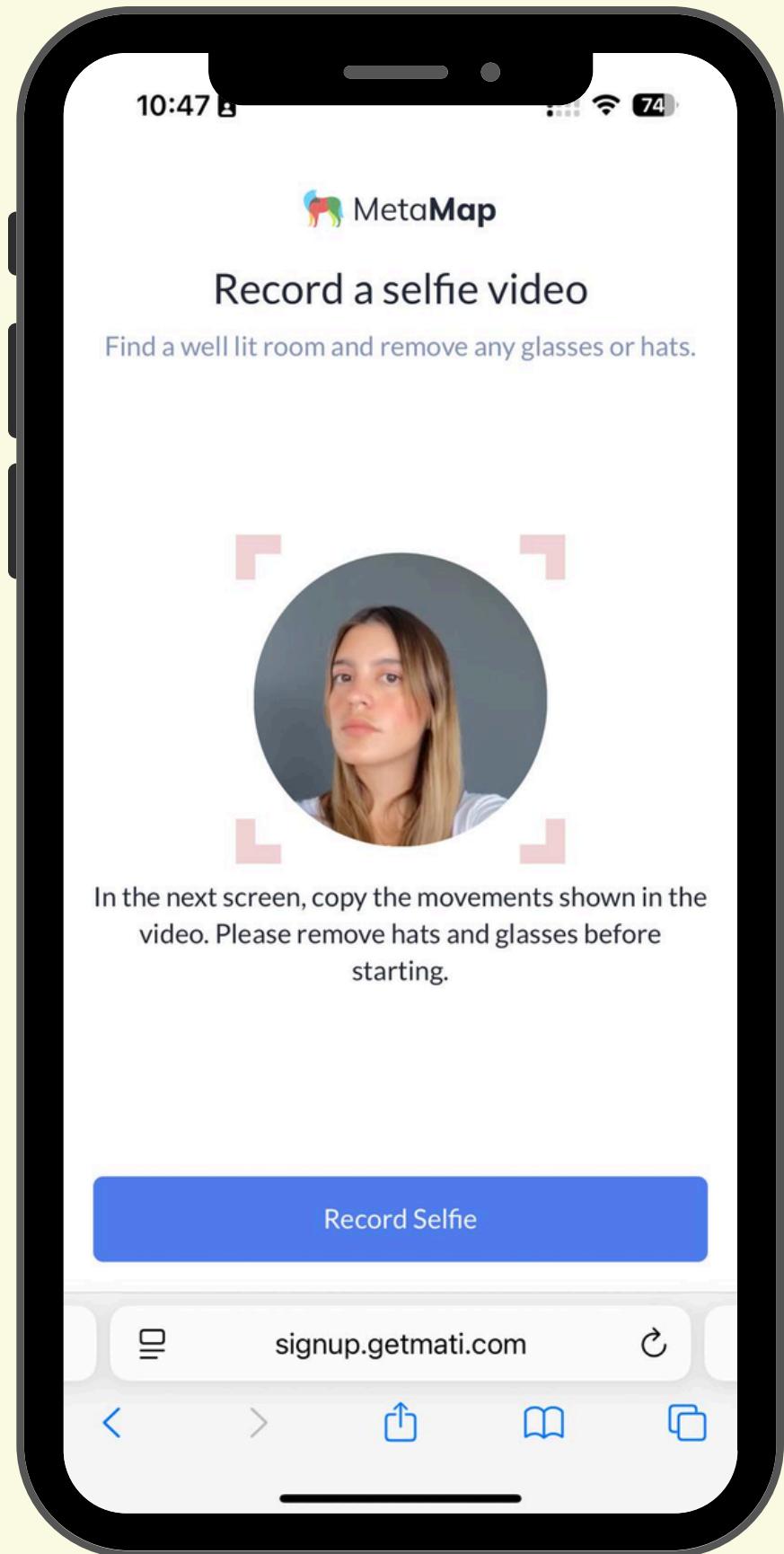
Select the country of the document. In this case, it is the Netherlands, but you can easily find Belgium and other countries as well.



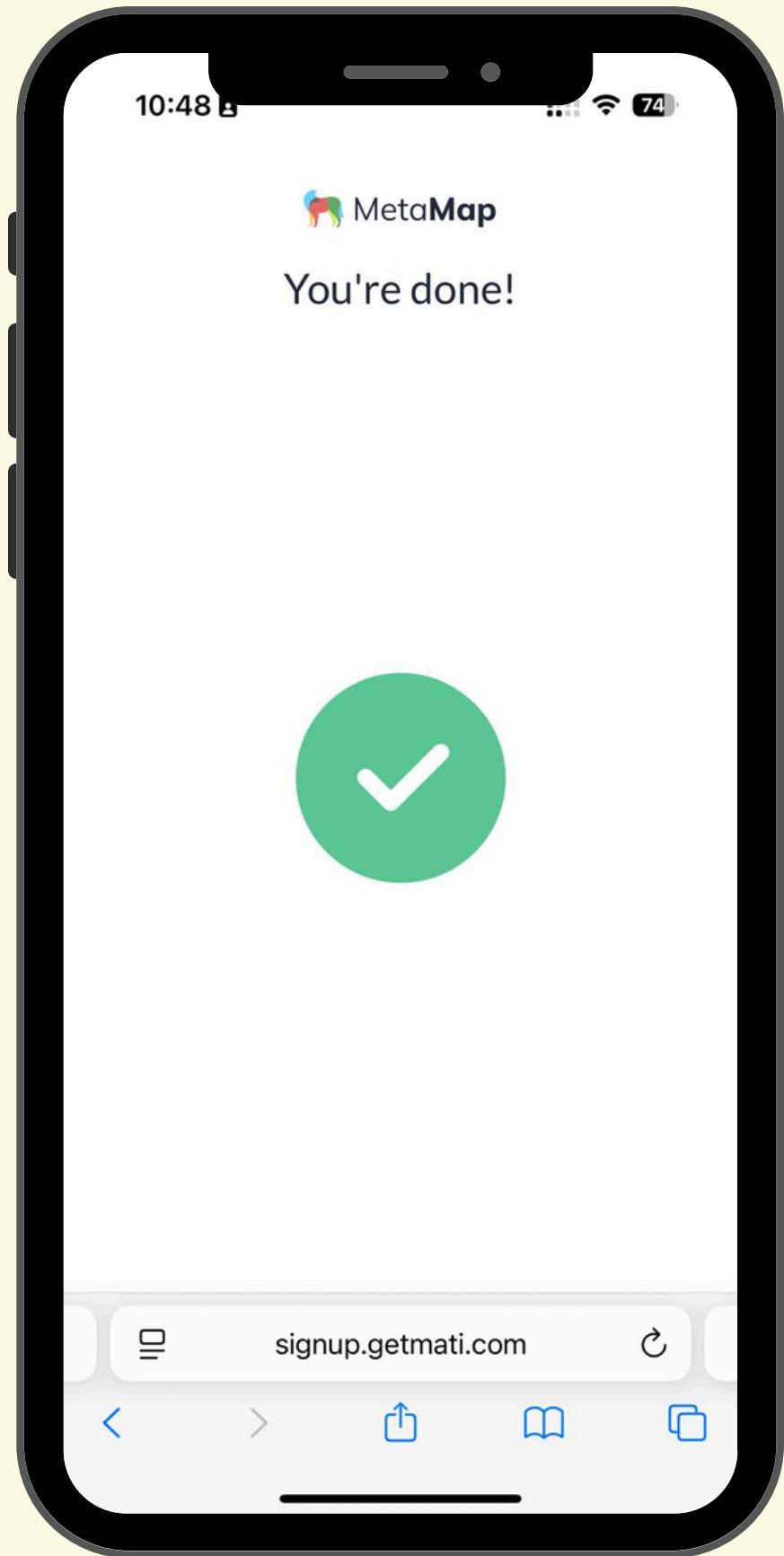
Select the type of identification document you have: identity card, passport, or driver's license.



In this case, a Dutch ID has been selected. Click on Take photo and make sure to take a clear picture of your identification document, without any light reflection.

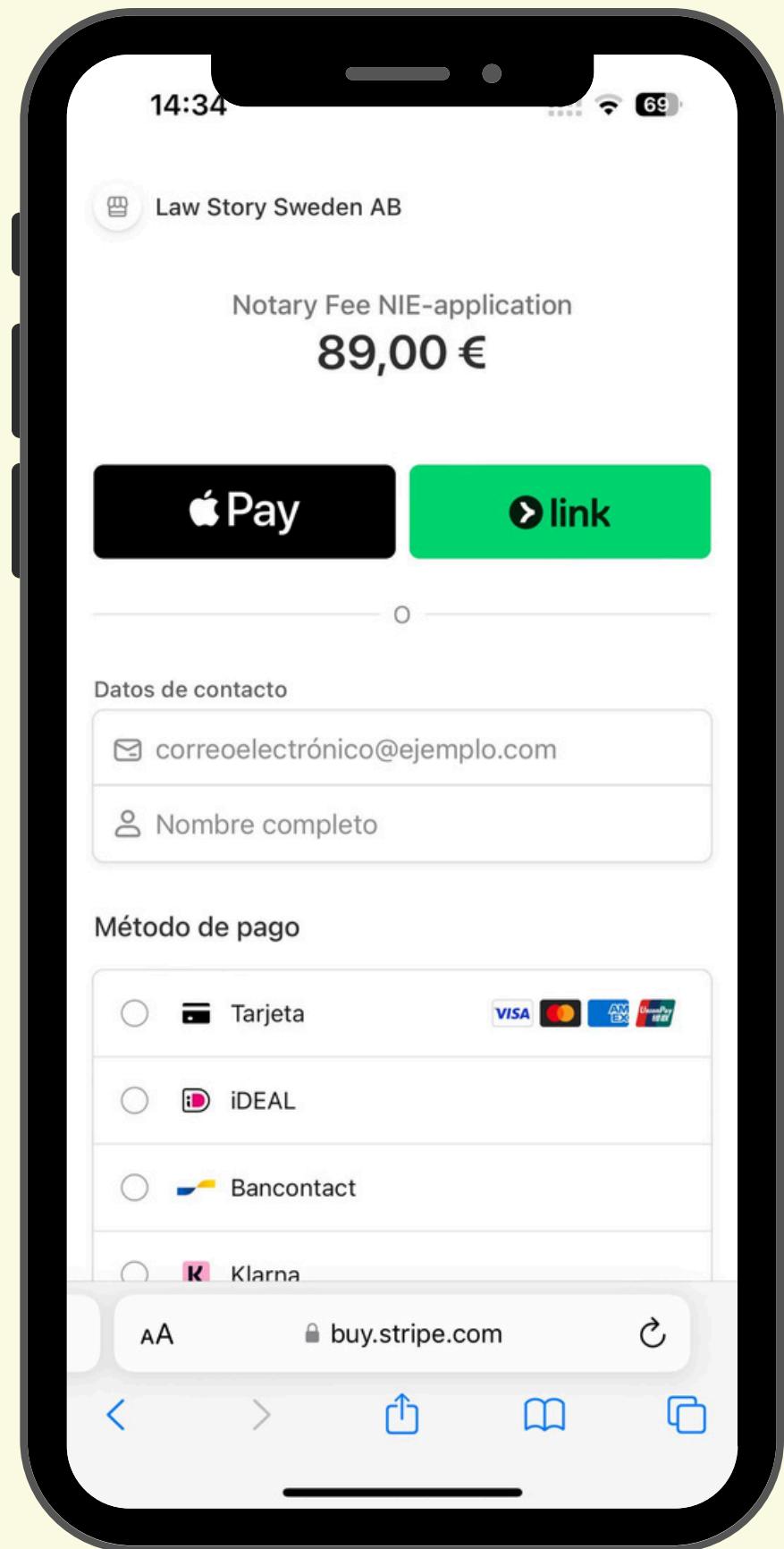


Here you will record your face to confirm your identity. Click on Record a selfie video and rotate your face until it is approved.

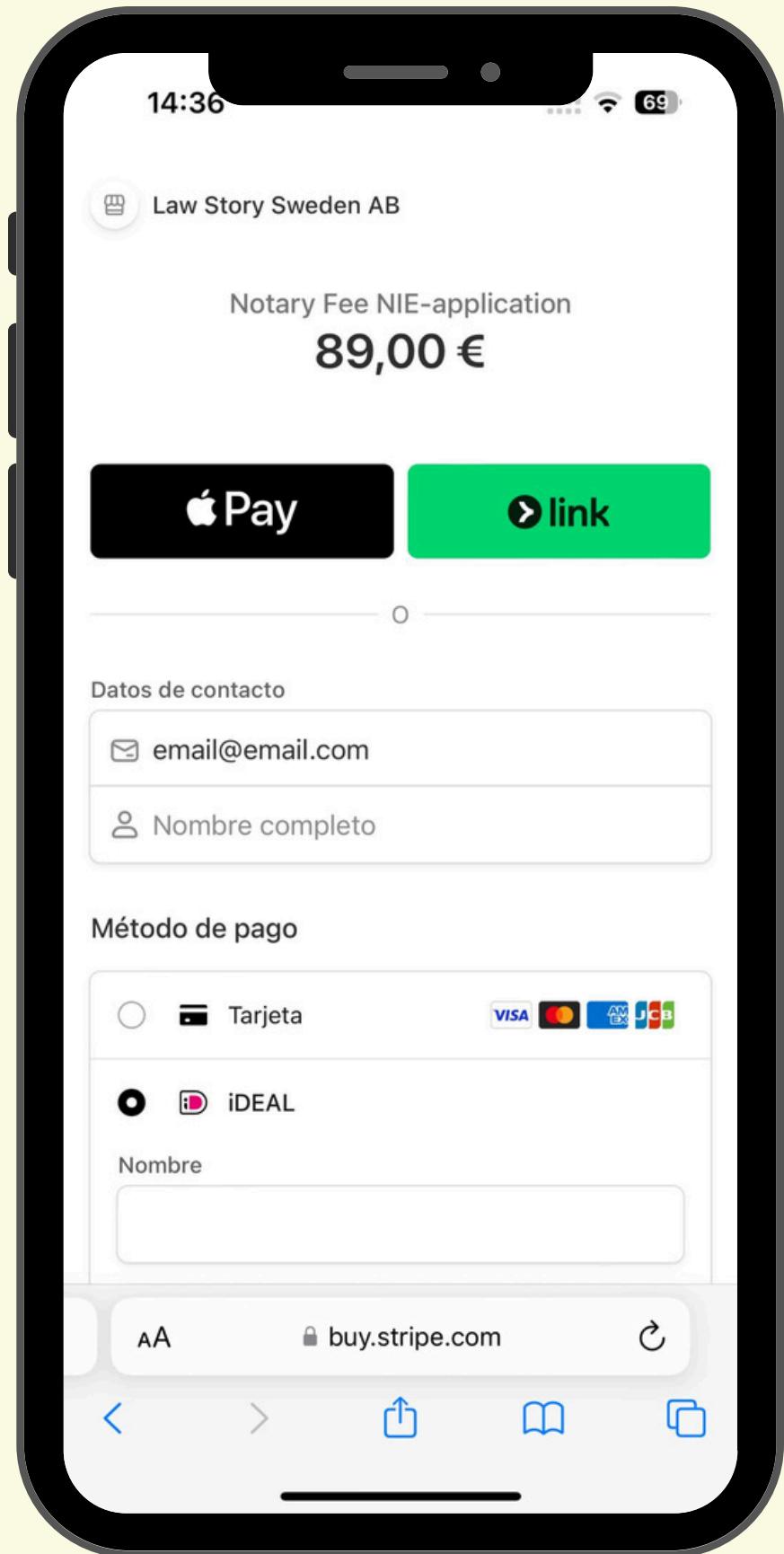


A message will appear indicating that you are done. If this was successful, proceed to step 2.

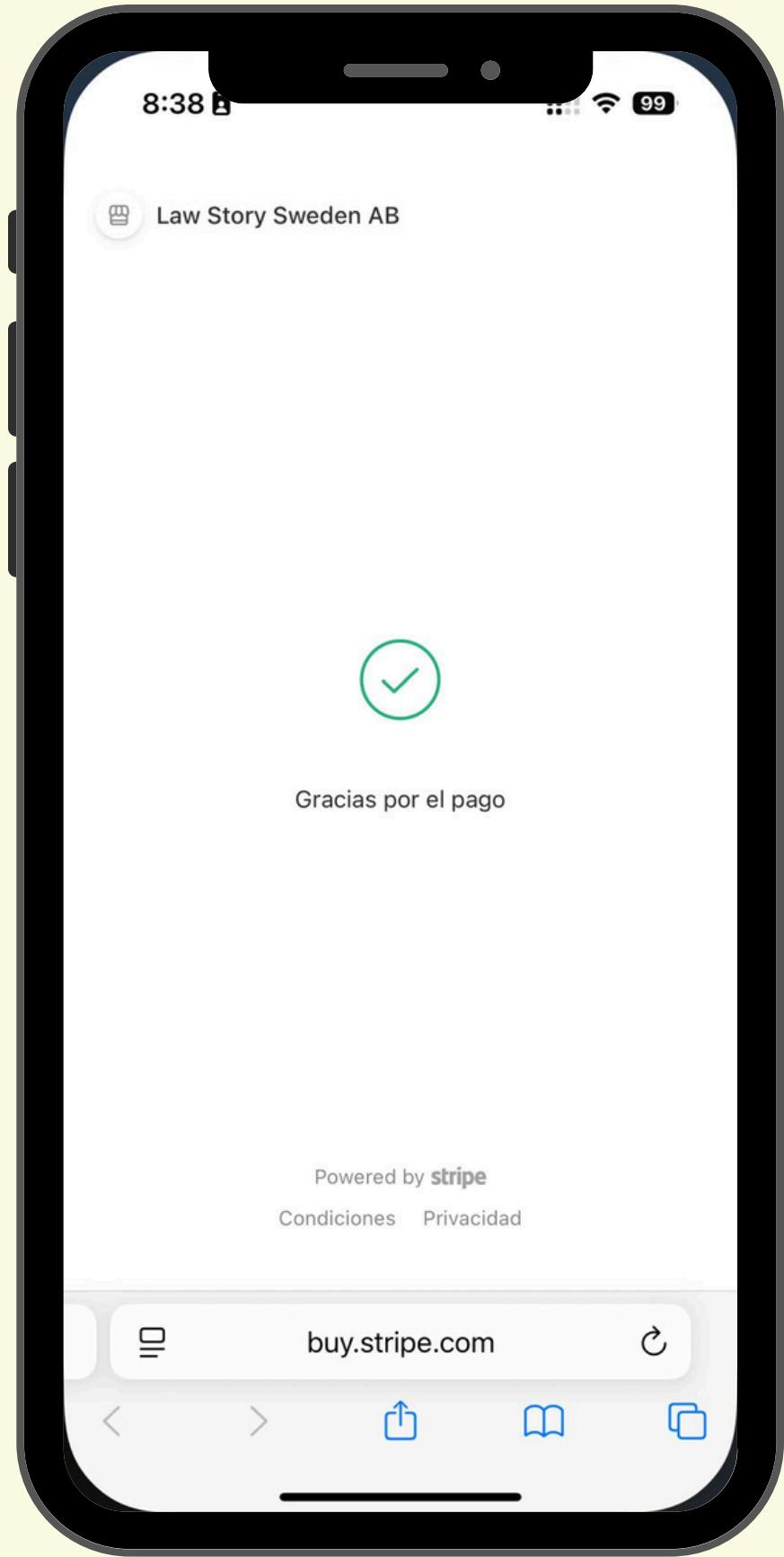
Step 2: Payment legalization + shipping



Open the link and pay the costs for the legalization and shipping. The total amount is €89, including VAT.

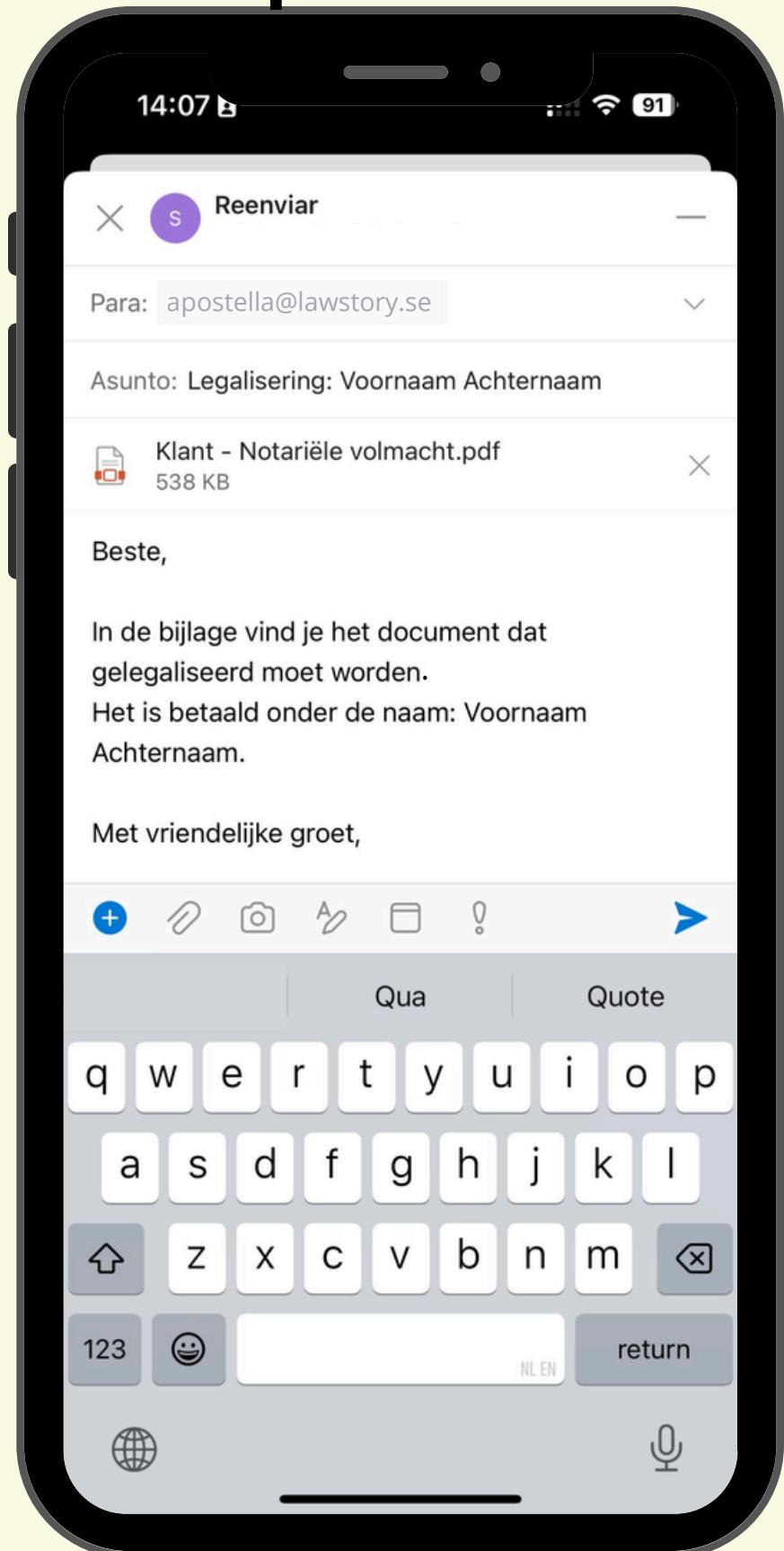


Enter your email address.
Then fill in your first and last
name. Now choose your
preferred payment method
and complete the payment.



You've completed the payment, now proceed to the next step.

Step 3: Forwarding the power of attorney via email



Forwarding the Power of Attorney:

Now it's time to email the PDF document Notarial Power of Attorney, which we sent to you, to the notary who will legalize it. Here's how to do it:

Notary's email address:

apostella@lawstory.se

Email subject: Legalisation: First Name and Last Name

Email text:

Good afternoon,

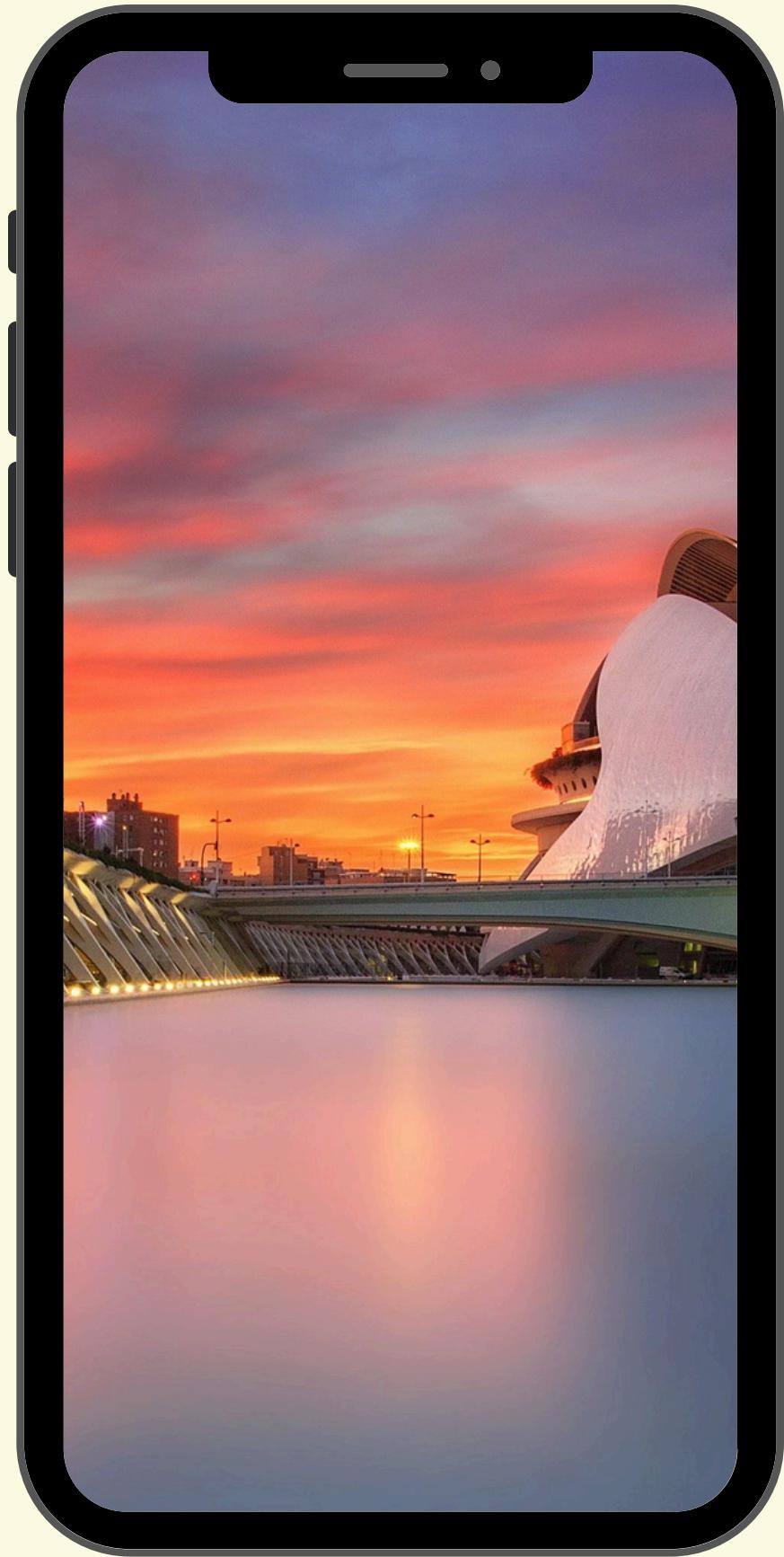
Attached you will find the document that needs to be legalised.

It was paid under the name: First Name and Last Name.

Kind regards,
Client

Important:

Don't forget to attach the document as a PDF file.



That's done, now it's time to relax and wait!

The company will now get to work and will legalise the document and send it to us in Spain within one working day. You don't need to do anything else—just wait.

It may take 2 to 3 days before we receive the document. As soon as we have it, you'll receive a confirmation.

If you have any questions about this process, feel free to contact us.