



Foreign &
Commonwealth
Office

Legalisation Office
PO Box 6255
Milton Keynes
MK10 1XX

www.gov.uk/get-document-legalised

OUR REFERENCE: A-C-17-1011-7822-644E

Dear Sergey Naumkin,

Thank you for your legalisation application.

We have been unable to legalise your document because it has not been signed, certified and dated by your solicitor / Notary Public. For the purpose of legalisation this document(s) must be signed, certified and dated by a UK based practising solicitor or Notary Public.

For the purpose of legalisation certified copies of these document(s) must be signed, certified and dated by a UK based practising solicitor or notary public.

When the solicitor or notary public signs the document, they must:

- note the type of certification they have done (e.g. the document is a true copy / the original)
- use their personal signature, not a company signature (and seal if applicable)
- include the date of certification
- include their company address

If your notary or solicitor adds a coversheet to your document it must be securely attached and the certification must make reference to it.

Full guidance and a step by step guide are available on our website: www.gov.uk/get-document-legalised.

We have cancelled your online payment for the document(s) we have been unable to legalise. We retained the return postage fee that you paid in order to return your documents to you by courier or if you have supplied a self addressed envelope we have used this to return your document(s) to you.

You will need to pay the legalisation fee and the return postage again for the document(s) that we were unable to process.

Once the document is ready to be re-submitted, please complete and print another application form. Send your documents, application form, a blank A4-sized envelope and the payment confirmation page (which you'll get after you pay online) to the address above.

Kind Regards

C. Rubin

Legalisation Office

***** Please include a copy of this letter when you re-submit your documents for legalisation *****