

Legalisation of signatures, translations and Photocopies of documents

Appointment:

From 15 November 2011 an appointment shall be booked for every consular affair.

You can ask an appointment directly through our Date Reservation System on the following website: <https://ifr.mfa.gov.hu>

Appointment may also be asked on the following e-mail address: consulate.lon@mfa.gov.hu or from Monday till Thursday between 2 pm and 5 pm by phone. **020 7235 5218**

If you ask the assistance of a Notary Public bear in mind that only the signatures of those Notaries Public are accepted by the Consulate whose sample of seal and signature are in possession of the Consulate. You may find the list of Notaries Public on the website.

Legalisation of signatures

There are two alternatives to have your signature legalised by the Consular Section:

- you sign the document in the presence of the consul or his/her representative,
- you recognise the signature on the document as yours, in front of the consul or his/her representative.

Legalisation of a signature means that the consul establishes the veracity of the signature only, and not of the document, for which the Consular Section bears no responsibility. The document will have to be prepared by yourself in advance. We are unable to assist you in drawing up or typing out the document.

In order to attest the veracity of your signature, you need to come to the Consular Section in person, and present an identification document such as your valid passport. Lacking a personal identification document, we will not be able to legalise your signature.

The consular fee for the legalisation of a signature is **€26,-**. In case your signature to be legalised figures in the document(s) more than once, you will have to pay the corresponding sum. Should you need to have more than one document legalised, the Consular Section will send them to you by post the following working day.

As long as you sign in the name of a company (or other organisation) you have to present the Certificate of incorporation and the Specimen of signature.

The amount of the consular fee is set by 5/2010 (XII.31.) of the Minister for Foreign Affairs of Hungary.

Legalisation of translations

The Consular Section can legalise translations from English into Hungarian or from Hungarian into English. We are **not** able to translate documents. Should you need to find a translator, you may consult the list available on our website. (Please note that the list is not exhaustive and that the Consular Section bears no responsibility for the work done by the translators indicated.) With the sole exception of the Hungarian Office for Translation and the Certification of Translations (OFFI, <http://www.offi.hu/>), whose translations can be used directly in contact with the Hungarian authorities, all translations done by a translator or yourself have to be legalised by the Consular Section.

You will need to submit the original document or text along with the translation.

Legalisation may be requested in person, during the Consular Section's office hours, or by post. Please be aware that if you come in person and need to have several pages legalised, we will not be able to do it immediately, and the documents will be sent to you by post the next day. Should you wish to submit your request by post, the consular fee should be sent by Postal Order, payable to the

'Embassy of Hungary'. Please make sure to include a self-addressed, pre-paid return envelope, as well as a cover note with your phone number or e-mail address. (We recommend that documents are sent to us by recorded or special delivery. We also recommend that documents are returned to you by the same means – please include a pre-paid recorded/special delivery self-addressed envelope, or add £5,- to the total you are paying.)

The legalisation of a translation involves the original document being attached to the translation. In case you do not want the original (certificate, diploma, etc.) to be fastened to the translation, you will also need to send a copy of the document. Should you wish to have the copy legalised as well (see next section), please indicate it in your cover letter and include the corresponding sum in the Postal Order.

The consular fee for the legalisation of translations is **£13,-** per page.

The amount of the consular fee is set by 5/2010 (XII. 31.) of the Minister for Foreign Affairs of Hungary.

Legalisation of copies

Legalisation of a copy: the Consular Section legalises the copy you made of an original document, upon presentation of the original.

Certified copy: upon presentation of the original document, the Consular Section makes a certified/legalised copy of it.

Legalisation may be requested in person, during the Consular Section's office hours, or by post. Should you wish to submit your request by post, the consular fee should be sent by Postal Order, payable to the 'Embassy of Hungary'. Please make sure to include a self-addressed, pre-paid return envelope, as well as a cover note with your phone number or e-mail address. (We recommend that documents are sent to us by recorded or special delivery. We also recommend that documents are returned to you by the same means – please include a pre-paid recorded/special delivery self-addressed envelope, or add £5,- to the total you are paying.)

The consular fee for the legalisation of copies is **£13,-** per page. The consular fee of a certified copy is **£17,-** per page.

The amount of the consular fee is set by 5/2010 (XII.31.) of the Minister for Foreign Affairs of Hungary.