

# Order Form LEGALISATION

Please send all documents to our office:  
Visa Support & Business Solutions GmbH  
Theaterplatz 11, 53177 Bonn  
Telefon: 0228 53 88 564  
E-Mail: [info@visa-support.de](mailto:info@visa-support.de)

## Invoice recipient/ address: please specify full address

Company/Name:   
Contact person:   
Street:   
Postal code/City:   
Telephone:   
E-Mail:   
Order number:  
(appears on the invoice)

I/we entrust you with the legalisation of documents at the embassy / consulate of:

Country  Number of documents

Return date:

Return date **latest:** (e.g.: Certificate of origin, Commercial invoice, power of attorney, Birthcertificate, etc.)

- Preliminary certification of the regional court by Visa Support  Over-certification by the BfAA

## Additional order information : (the following documents were enclosed with this order)

Certificate of origin  Commercial invoice  Power of attorney   
 Geburtsurkunden  Certificates / Diploma  Marriage certificate

Payment:  SEPA Direct Debit Mandate  Invoice (Only for corporate customers)

IBAN:  BIC:

Bank:  Accountholder:

## Rückversand

- Kurier Standard delivery  
Delivery without fixed term warranty
- Kurier Express delivery  
next working day until 12.00
- Scheduled or saturday delivery  
auf Anfrage
- Personal collection

## Return Address

If deviated from invoice address

Name:   
Contact person:   
Street:   
Postalcode/city:   
EMail:

# Legalisation

## Services and fees

The fees listed below apply plus all disbursed authority fees, expenses and shipping costs. Please note that additional costs arise from incomplete documents.

### Legalisation

Fee per document and consulate	76 Euro
Surcharge express processing	25 Euro

### Certification (per document)

GHORFA	55 Euro
Pre-certification by authorities	60 Euro
Notarization	60 Euro
Federal Office of Administration	115 Euro
Kulturbüro Saudi Arabien	60 Euro
Translation	60 Euro
Cancellation of an order	40 Euro

All prices plus VAT