

Dispatch Address:

1 Gundry Close, Leamington Spa, Warwickshire, CV31 1LR



Document Legalisation Form

1: Contact Details

1 st Name	Family Name
UK Address:	
POSTCODE:	
Phone1:	Phone 2:
Email:	Wechat:
Preferred contact method:	

2: Shipping Address documents

Same as Above <input type="checkbox"/>	
Name	phone
Address	
POSTCODE	

3: Shipping Address in Chinese Characters

Please fill in if being shipped to China

Not Applicable <input type="checkbox"/>	
Name	phone
Address	
POSTCODE	

4: Employment Details

Occupation	Company
Address	
POSTCODE	

5: Details of Legalisation

	Legalization Inc. courier fees	Full Visa Service Inc. courier fees
Single applicant (Police Check + Degree)	<input type="checkbox"/> £450	<input type="checkbox"/> £780
+ dependents (Birth or Marriage Certificate)	£200	£500
Total		

OFFICE USE ONLY	
Type:	Rev Date:
Payment:	Rev By:
Notes:	

6: Purpose of legalization

<input type="checkbox"/> Visa	<input type="checkbox"/> Other (Please Specify)
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7: Location of use of legalization

<input type="checkbox"/> Mainland China	<input type="checkbox"/> Other (Please Specify)
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8: Date Documents Required

I need to use my documents on		
DD	MM	YYYY

9 Payment

Bank Transfer	
Reference	Your Name
Account Name	Red Brick Education Limited
Bank Name	National Westminster Bank PLC
Account Number	33709858
Sort Code	523021
IBAN	GB48NWBK52302133709858
BIC / Swift Code	NWBKGB2L
Bank Address	Nat West, 44 High Street, Daventry, Northants, NN11 4HU

10 What to include when you send your documents

1: Documents to be legalized	
2: Copies of documents to be legalized	
3: Copies of passports of people named in the documents (names must match)	
4: Original passport(s) if applying for visa	
5: This form – Completed, Signed and Dated	

11: Tracking Number

If you are sending your documents to us via courier or recorded delivery please give the tracking number below.

Company: Fedex/DHL/Royal Mail etc
Tracking Number:

12: Authorization

I the undersigned hereby do give permission for Red Brick Education to apply for the legalization of my documents as indicated in this form, with a solicitor, the Foreign and Commonwealth Office and the Chinese Embassy.	
Signature	Date
Print Name:	

