**Notarization application form 2025**

***We kindly request you to fill in this notarization form completely. An incomplete notarization form or***

***a notarization request without a completed notarization form will not be processed.***

***Please note: We kindly request you to CC the signatory of the relevant document to be notarized in the e-mail upon sending the documents by e-mail.***

***Please note: Due to new laws and regulations, we will no longer attach a copy of an identification document to a signature legalization statement.***

***A true copy of an identification document is of course possible. Kindly take the above into account when completing this form.***

**Date** : Please choose a date

**Which VDB-office** : Please choose an Office

**Your contact information**

Company name and name contact : Click to enter text

E-mail address : Click to enter text

Telephone number : Click to enter text

**Invoice details\***

Ascription : Click to enter text

Invoice address : Click to enter text

Number CoC (Kvk) (*if applicable)* : Click to enter text

E-mail address invoice : Click to enter text

(*if the invoice needs be adjusted later, costs will be charged)*

**To which address should the processed documents be send?**

Name : Click to enter text

Address : Click to enter text

Zip code / city / country : Click to enter text

E-mail address : Click to enter text

**Notarization**

What needs to be notarized?

[ ]  signature

[ ]  true copy of proof of identity (ID)

[ ]  true copy (copy of the original document)

[ ]  certificate of residence Dutch Tax authorities Administration Office

 *(you are responsible for submitting the relevant original document)*

 Any additional requests/statements:

 [ ]  declaration of authorization (when the signature is notarized)

 [ ]  certificate of incorporation company

 [ ]  extract from the trade register of the Chamber of Commerce

Which language should the notarization be?

[ ]  Dutch [ ]  English

For which country is the notarization intended?

[ ]  Netherlands [ ]  other county: Click to enter text

Should the notarization be completed with apostille (or legalization up to and including embassy)? (*this depends on the country of destination and whether or not this country is a party to the apostille treaty)*

[ ]  yes [ ]  no

Which language should the apostille be?

[ ]  Dutch [ ]  English

[ ]  German [ ]  French

[ ]  Italian [ ]  Spanish

Must we use courier(s)?

[ ]  yes [ ]  no

When should the notarization be returned to you at the latest?

*(we kindly remind you that some notarization requests take several working days)*

Please choose a date

Do you have any additional comments?

[ ]  it concerns several documents/notarizations

[ ]  other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assignment notarization proceedings**

[ ]  I hereby grant the assignment to perform the notarization proceedings.

 The General Terms and Conditions of VDB Notarissen B.V. are applicable to these proceedings.

**Privacy**

When processing notarization proceedings, personal data are processed. Please be referred to the Privacy Statement on our website (www.vdb-law.nl/privacy-statement/en) for a further explanation of how we process your personal data.

[ ]  If personal data must, as far as possible, be processed in a privacy-friendly manner, we kindly ask

 you to provide this to us yourself in such a privacy-friendly manner.

**We kindly request you to fill in this notarization form completely. An incomplete notarization form or a notarization request without a completed notarization form will not be processed. The request for notarization, together with the fully completed notarization application form and the scans of the to be notarized documents must be emailed to legalisatie@vdbn.nl. Notarization requests submitted before 12.00h are guaranteed to be processed the same working day. We always need the original document to actually notarize the document. In principle, you should therefor personally visit our office in Waalre or in Rosmalen for notarizations. We kindly request you to indicate in the subject of your e-mail which VDB-office it concern.**

**Thank you.**

**VDB Notarissen B.V. VDB Notarissen B.V.**

**Team Legalisaties Rosmalen Team Legalisaties Waalre**

**PO Box 168, 5240 AD Rosmalen PO Box 193, 5580 AD Waalre**

***\*Costs notarization proceedings 2025***

***The costs of the notarization proceedings amount to € 150.00, excluding VAT and disbursements per document and additional fee will be charged for any additional requests/statements (unless other arrangements have been made).***

***\*Costs disbursements 2025***

***Necessary costs charged by third parties (such as the Dutch trade register, District Court, Embassy Express, domestic and/or foreign courier costs and such) will be charged.***

***Costs District Court*** ***: € 26.00 per apostille/legalization stamp (including VAT)***

***Costs Dutch trade register***  ***: € 18.55 per original extract (including VAT)***

***Costs legalization up to and including embassy\*\* : p.m. (this depends on the country of destination)***

***Costs couriers : p.m. (this depends on the country of destination)***

***\*\*We use the services of Embassy Express for legalization up to and including embassy of the country of destination – www.embassy-express.com***