Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Certification of a signature

Documents required to prepare the notarial file

01 The signatory's identity document.

02 The unsigned document in the required number of copies.

03 Representation documents, if signing on behalf of another person.

PLEASE NOTE

Do not sign the document before attending before the notary. The office checks whether the deed requires authentication or whether certification of the signature can be used.

IMPORTANT

Original documents must be presented on the signing date. Additional documents may be requested after the file is reviewed. Send the documents no later than the day before the notarial procedure, after the office has confirmed the requirements.

This checklist is for guidance and does not replace the notary public's review of the file.



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