Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Declaration of known facts

Documents required to prepare the notarial file

01 The declarant's identity document.

02 Documents containing the discrepancies or circumstances that need to be explained.

03 The requirements of the institution requesting the declaration.

PLEASE NOTE

The declaration does not automatically replace document rectification procedures. The office checks which instrument is appropriate to the circumstances.

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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