

Jane Stockings Notary Public Limited
Useful Information

I offer most of my appointments in Norwich and I am located in Tombland and my contact details are:-

Jane Stockings Notary Public Limited, Cambridge House, 26 Tombland, Norwich, NR3 1RE.

Contact details: Jane Stockings: 01603 751982 or mobile is 07900695617 and my email address is janestockingsnotarypublic@gmail.com

The service is on an appointment only basis with most appointments lasting around 15-45 minutes depending on the documents you are asking me to notarise. The nearest parking is the pay and display car park in Rose Lane or near to the Law Courts in Bishopsgate.

I offer appointments in Norwich on a Monday and in Aylsham on a Friday.

Guide to prices - I do not charge VAT

Minimum price for Notary service	£95
Notarising a Power of Attorney (individual)	£150
Notarising a Power of Attorney(joint)	£200
Any additional document	£30
Fees for organising an apostille (standalone) from	£50
Fees for organising an apostille (as part of notarisation)	£30
Authority for Minor Travel : document already Prepared : dependent on number of people signing	£100
Authority for Minor Travel : document drafted by the Notary: dependent on number of people signing	£150
Corporate clients and documentation from Companies House	Email for a quotation
An expedited service is available for an additional fee	£50
Additional fee to organising a translation	£50
Additional fee for notarising a complete copy of passport	£75
Fee for DBS/uni qualifications (certification only) start at dependent on number of documents	£100
Fee for DBS/uni qualifications (authentication only using Hedd) plus Hedd fee dependent on number of documents start at	£150

Please email the documents to me on janestockingsnotarypublic@gmail.com before arranging an appointment to obtain an accurate quote.

As of April 2025

We are also able to work with you to arrange a translation should it be required subject to an additional cost.

You will be asked to make payment at the conclusion of your appointment and payment by card or by direct bank transfer. These are the usual methods of payment.

You will also be required to bring with you to the appointment two forms of identification one which must be photographic for example a passport or drivers licence and the other must be a proof of address which is no more than 3 months old and is not a mobile phone bill. This could be, for example, a bank statement or utility bill. If you are downloading a bill as you only receive them online and propose to bring a copy of it as your proof of address, please also bring a device with you so that the notary can view the bill online on your device also.

Legalisation is the process whereby a Notary's signature and seal are verified and confirmed by an independent authority. Many countries require the Apostille – a certificate of confirmation provided in the UK by the Foreign, Commonwealth and Development Office (FCDO).

Some countries require legalisation by their own Consulate in England. Consular fees vary enormously from £10 to £400 depending on the type of document legalised and the Consulate involved.

Once legalised, the document will usually be accepted (subject to any necessary translation) by the authorities in the destination country as evidence of the matters stated in the document.

COMPLAINTS INFORMATION

1. My notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury. As required by the Notarial Practice Rules 2019 I carry indemnity insurance of £1,000,000.

The Faculty Office
1 The Sanctuary
Westminster
London SW1P 3JT
Telephone 020 7222 5381
Email Faculty.office@1thesanctuary.com
Website www.facultyoffice.org.uk

2. If you are dissatisfied about the service you have received please do not hesitate to contact me.
3. If we are unable to resolve the matter you may then complain to the Notaries Society of which I am a member who have a Complaints Procedure which is approved by the Faculty Office. This procedure is free to use and is designed to provide a quick resolution to any dispute.
4. In that case please write (but do not enclose any original documents) with full details of your complaint to:-

The Secretary of The Notaries Society
PO Box 7655
Milton Keynes MK11 9NR

Email secretary@thenotariessociety.org.uk

If you have any difficulty in making a complaint in writing please do not hesitate to call the Notaries Society/the Faculty Office for assistance.

5. Finally, even if you have your complaint considered under the Notaries Society Approved Complaints Procedure, you may at the end of that procedure, or after a period of 6 months from the date you first notified me that you were dissatisfied, make your complaint to the Legal Ombudsman*. If you are not happy with the result:-

Legal Ombudsman
PO Box 6806
Wolverhampton
WV1 9WJ
Email enquiries@legalombudsman.org.uk
Website www.legalombudsman.org.uk

6. If you decide to make a complaint to the Legal Ombudsman you must refer your matter to the Legal Ombudsman:-

- Within six months of receiving a final response to your complaint and
- Six years from the date of act/omission; or
- Three years from when you should reasonably have known there was cause for complaint (only if the act or omission took place more than six years ago).

The act or omission, or when you should have reasonably known there was cause for complaint, must have been after 5th October 2010.

*certain kinds of commercial entities are not eligible to make a complaint to the Legal Ombudsman - please refer to the Legal Ombudsman Schedule Rules or consult the Faculty Office.

Jane Stockings
Notary Public Limited
CompanyNumber
16296994

Registered office address:
7 Walterfield Barns, Mill Road,
Frettenham, Norfolk, NR12 7LQ