

Legalisation:

### **QUOTATION FOR ALL-IN-ONE LEGALISATION SERVICES**

#### **1. On the legalisation procedure:**

The documents legalisation procedure depends on the country where you are going to present your legalised document. We offer lower service fees for those countries which have signed agreements on mutual legal assistance in civil matters with Bulgaria providing for release of documents from legalisation. Such countries are: France, Austria, Russia, Cyprus, etc. For most of the other countries we offer higher service fees for legalisation of documents. Our fees are higher due to the higher legalisation fees of the Bulgarian institutions. This rule applies for such countries as the USA, the UK, Germany, Belgium, Canada, Japan, Turkey, Greece, Spain, Italy, Denmark, etc. There are countries, such as Lebanon, Syria, etc., which require certification by the Consular Service of the respective country, or by the Ministry of Foreign Affairs of that country, or by the Bulgarian Consulate in it. This can significantly affect our service fees as they will greatly depend on the legalisation fees of the respective consular service/institution. Therefore, the service fees for these countries are not quoted in the table below, but rather determined on a case by case basis. We would gladly assist you in finding the right legalisation option for you.

#### **2. Important information on the translation of documents intended for legalisation:**

All translations of documents intended for legalisation are personally certified by our sworn translators. Jarava BG can currently provide sworn certified translation from/to 52 languages and keeps on expanding its list of languages to be able to fully satisfy its customers' needs. Translations are printed on the beautiful colour company letterhead approved by the Bulgarian Ministry of Foreign Affairs and stamped with the company rubber stamp, which is also approved for such purposes by the Ministry of Foreign Affairs. You need to bring to our offices the original of the document to be legalised, so we can stitch the certified translation to it. In some cases it is possible to stitch the translation to a notary certified copy of your document. If no such copies are available, we can make a certified translation to a simple copy, however we cannot guarantee that such a translation will do as in most of the cases documents must be certified by the Consular Department at the Ministry of Foreign Affairs.

**3. Documents outside the scope of our quotation:** If your document does not fall within the categories listed in our quotation, do not hesitate to ask us. We shall be happy to provide you with the information you need free of charge.

**4. Note to our clients:** Dear clients, please pay attention the column "revenue stamps". Since January 2008, the nominal value of the revenue stamps to be glued on the various types of legalized documents has been considerably increased by decision of the Consular Department at the Bulgarian Ministry of Foreign Affairs. We clearly realise what a burden it is to the Bulgarian citizens in general, and to our clients in particular, to pay such fees, in view of the fact that by the end of December 2007 the maximum legalisation fee was BGN 13.50. However the new fees are considered mandatory for successful legalisation and cannot be negotiated or amended. Please find below the legalisation services provided by JARAVA BG. Prices and terms are complied with the existing legalisation fees and turnaround times of the Consular

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Written by Administrator  
Tuesday, 04 May 2010 08:46

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Department:

1. **Normal turnaround time** of the Consular Department (least number of revenue stamps, longest in time): Documents are legalized on the fourth business day after their filing at Consular Department.
2. **Priority turnaround time** of the Consular Department: Documents are legalized on the second business day after their filing at Consular Department.
3. **Urgent turnaround time** of the Consular Department: This service was introduced recently. Documents are legalized four hours after their filing at Consular Department but they need the maximum number revenue stamps.

Note: The above legalization fees are paid to the Consular Department. In addition to that, each legalized document may be subject of additional certifications made by various governmental institutions which must confirm the document's authenticity prior to its final filing at the Consular Department. Some extra fees are paid for these additional certifications. What JARAVA BG can do for you is offer the best option for your particular case and give you directions to avoid the possible mistakes or undesired and useless expenses. If you need any further information, do not hesitate to get in contact with us via phone or e-mail.

### **LEGALISATION FEES FOR STANDARD DOCUMENTS NORMAL, PRIORITY or EXPRESS TURNAROUND TIME +/- APOSTILLE**

Your documents can become suitable for use in Bulgaria or in any other country, if they are prepared and certified in the following way:

#### DOCUMENT TYPES

Mandatory institutional certifications/verifications and their respective fees (prior to legalisation)

Revenue Stamps  
in BGN

Notary Public

Ministry of Education and Science, Ministry of Justice, Ministry of Health, Ministry of Interior, Bulgaria

Consular Department at the Ministry of Foreign Affairs – Certification of Translation/  
Apostille

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Deposited and glued at the Consular Department

Depend on the turnaround time and destination country

### EDUCATIONAL DOCUMENTS

Diplomas/Certificates of Completed Secondary Education

You personally

Mandatory certification by the Ministry of Education and Science

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

Diplomas of Completed University Education  
(Cover pages)

You personally

Mandatory certification by the Ministry of Education and Science

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Mandatory  certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to  60.00

Diplomas of Completed University Education  
 (Supplements)

You personally

Mandatory  certification by the Ministry of Education and Science

Mandatory  certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to  60.00

Certificates

No  notary certification is needed

Mandatory  certification by the Ministry of Education and Science

Mandatory  certification by the Consular Department at the Ministry of Foreign Affairs

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15.00 to 60.00

Certificates by Language Schools, Training Centres, etc.

You personally

Mandatory certification by the Ministry of Education and Science

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

### DOCUMENTS ISSUED BY LOCAL AUTHORITIES

Birth, Marriage, Permanent Address, Legal Heir, etc. Certificates

No notary certification is needed

Municipalities certified copy which is additionally when the document is intended for use abroad

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

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15.00 to 60.00

Family Status, Death, etc. Certificates

No notary certification is needed

Municipalities certified copy which is additionally when the document is intended for use abroad

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

### LEGAL DOCUMENTS

Declaration/Written Statement/Consent for traveling of a minor child abroad or for financial support of a

You personally

Certification ( Appostilling ) by the Ministry of Justice will depend on the requirements of the

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Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

Conviction Status Certificate

The Court issuing the Conviction Status Certificate must expressly state the country it is intended for

Certification ( Appostilling ) by the Ministry of Justice will depend on the requirements of t

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

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Power of Attorney/ Authorization

You personally

Certification ( Appostilling ) by the Ministry of Justice (will depend on the requirements of

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Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

## FINANCIAL DOCUMENTS

Certificates of Declared Data

No notary certification is needed

Mandatory certification by the General Directorate of the National Revenue Agency

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

## BANK DOCUMENTS

Bank Certificates, References, etc.



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No notary certification is needed

Mandatory certification by the Bulgarian National Bank

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

DOCUMENTS BY THE NATIONAL REVENUE AGENCY

Length of Service Certificates

No notary certification is needed

Mandatory certification by the National Revenue Agency

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

Pension Certificates

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No notary certification is needed

Mandatory certification by the National Revenue Agency

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

## CHURCH CERTIFICATES

Certificate of Baptism, Certificate of Holy Matrimony

You will be issued a certificate intended for use abroad

No notary certification is needed

Mandatory certification by the respective church, Bishopric and the Holy

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

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DOCUMENTS ISSUED BY THE MINISTRY OF INTERIOR AND THE MINISTRY OF DEFENSE

Police Certificates

The application must be filed personally or through an authorized representative at the Respective Re

No notary certification is needed

Yes

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

Certificates by the Traffic Police (Confirmations of Driving Licenses/Traffic Tickets, etc.)

The application must be filed personally or through an authorized representative at the Respective Re

No notary certification is needed

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Yes

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

Certificates of Military Service

The application must be filed personally or through an authorized representative at the Ministry of Defense

No notary certification is needed

Yes

Mandatory certification by the Consular Department at the Ministry of Foreign Affairs

15.00 to 60.00

### What we can do for you:

- We can consult you on the steps to be taken for the legalisation of a certain type of document, give you directions and advises to help you avoid some undesired mistakes in the preparation stage (which is entirely dependent of your actions);
- We can receive and prepare your documents for legalisation;
- The document translation is printed on the official colour letterhead of Jarava BG

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approved by the Consular Department at the Ministry of Foreign Affairs.

- Then the translation is signed by the sworn translator and stamped with the company rubber stamp in accordance with the requirements of the Hague Convention of 5 October 1961. Jarava BG has signed a Contract with the Consular Department at the Bulgarian Ministry of Foreign Affairs Ref. No. 1034 of 24 March 2006 (last amended in January 2013) for provision of services connected with the legalisation of Bulgarian documents intended for use abroad, and such issued abroad and intended for use in Bulgaria.

- An application is drawn-up to file the documents in the Consular Department at the Ministry of Foreign Affairs. All documents are checked for completeness and full compliance with the legalisation requirements. Once the documents are legalised, the company may receive them from the Consular Department on your behalf.

- The Consular Department at the Bulgarian Ministry of Foreign Affairs legalises a document by either certifying its translation, or by affixing an Apostille to the original document, or by doing both. Thus you receive a document suitable for use in Bulgaria or abroad. Legalisation fee depends on the turnaround time.

- We can file your documents for certification to any other Bulgarian ministry, or to an embassy, as the case may be, prior to their legalisation.

- Our company's service fee for certification of documents at the German Embassy is BGN 25.00. It covers copying of documents, checking them for completeness and full compliance with the German requirements, filing, receipt and submission (sending) of the certified documents to our clients. Our service fee does not cover the German Embassy fees.

- You can get full information on the proper formatting and completeness of your documents on our phones.

- We can file your documents for certification to any Bulgarian institution, if so required by the current rules and regulations, prior to their legalisation.

- We can assist you in sending your documents via post or special courier.