

## LEGALISATION, AUTHENTICATION & ATTESTATION OF DOCUMENTS



- **Public Opening Hours – Monday - Friday from 9.30am to 1pm.**
- **Telephone Inquires - Monday - Friday from 2.30pm to 5.00pm.**
- **No prior appointments - First come first served basis.**
- **All original documents must be submitted along with photocopies.**
- **Fees - ONLY CASH at the Consular Counters.**
- **[Click here to view the High Commission Holidays](#)**

### **Legalisation, Certification & Attestation of the documents issued by the Sri Lankan Government**

For the purpose of Legalisation & Certification of documents, applicants are required to submit the original documents authenticated by the Consular Division of Ministry of External Affairs, Sri Lanka. (Photocopies /scanned or tampered documents will not be accepted)

**Please note that the documents without the authentication of the Ministry of Foreign Affairs will not be accepted for these purposes.**

### **Attestation of documents issued by the British Government**

Any document issued by the British Authorities in the UK should be verified/authenticated by the Legalisation Section of the UK Foreign & Commonwealth Office and then submitted to the Sri Lanka High Commission for attestation or legalisation.

Please note that the UK Educational/Degree Certificates will not be legalised by this Mission unless they are certified by the relevant Institution/University and legalised by the UK Foreign and Commonwealth office. ( [www.gov.uk/get-document-legalised](http://www.gov.uk/get-document-legalised) )

### **Fees**

- - Legalisation of documents

{Normal service £15/- (Within 10 working days)}

{Same day Service – additional £15/- per document}

- - Affidavits - £ 15/-
- - Power of Attorney - £15/-
- - Issue of Confirmation letter - £10/-
- - Certification of documents - £15/-

### **Other Information**

Payments should be made in cash at the counter if the application is submitted in person. Postal Orders/Bank Drafts written in favour of the “Sri Lanka High Commission” if sent by post. Personal cheques or Debit/Credit cards will not be accepted

All original documents will be returned after perusal.

If the certificates and documents are to be returned by post, you should provide a self-addressed prepaid special delivery envelope to the weight of 500g along with your

application. The special delivery cover should not be stamped with a postage printout issued by the post office for same day post. Applications sent without prepaid special delivery cover/or postage will be retained at this Mission until the applicant collects it personally.

**Note:** The High Commission will not take any responsibility for documents lost in the post.

If the applicant is unable to come personally to this High Commission to collect the documents, he/she may authorise another person, in writing. The person who comes for collection of documents should produce his/her identity and the original cash receipt issued by this High Commission.

### **Power of Attorney & Affidavit – Sri Lankan & Dual Nationals**

Any Sri Lankan national holding a valid Sri Lankan Passport and a valid visa for the UK is eligible to sign a Power of Attorney or an Affidavit in front of the Consular Officer in the Sri Lanka High Commission.

Dual Citizenship holders should submit the Original Dual Citizenship certificate & Valid Passport.

### **Other Requirements:-**

- Holders of Indefinite Leave to Remain or Settlement Visa granted year ago should submit confirmation of Non Acquisition of British Citizenship (Form NQ 1 & 2 forms from UK Home Office)

**Note:** Power of Attorney & Affidavit should be submitted without placing the signature and the applicant should sign in front of the Consular Officer in the High Commission.

If the Power of Attorney or Affidavit signed in front of a **Solicitor in UK** the document should be legalised by the Legalisation Section of the **UK Foreign & Commonwealth Office** for the attestation by this High Commission.

### **Power of Attorney :-**

It is not necessary to have two witnesses. However, if there are witnesses who are willing to attest the signature, we may get the witnesses to sign as witnesses and write their names and addresses below the signature. Witnesses should be Sri Lankan Nationals holding valid Sri Lankan Passport and Valid UK Visa.

### **Power of Attorney & Affidavit-British Citizens:-**

Relevant document should be attested by a **Solicitor in the UK** and legalised by the Legalisation Section of the **Foreign & Commonwealth Office** for the attestation by this High Commission.

**UK**

**IMPORTANT:** SUBMISSION OF FORGED OR SCANNED BRITISH DOCUMENTS AND MAKING FALSE DECLARATIONS RELATING TO THE CITIZENSHIP STATUS IS AN OFFENCE. SUCH CASES WILL BE REPORTED TO THE RELEVANT AUTHORITIES AND PAYMENTS WILL NOT BE REFUNDED.