

What is a Notary Public?

Bruce Farquhar is a lawyer authorised by the Archbishop of Canterbury in England to officially witness signatures on legal documents, collect sworn statements, administer oaths and certify the authenticity of legal documents usually for use overseas.

What can a Notary do for you?

A notary's main functions are to:

1. Administer oaths and affirmations
2. Take affidavits and statutory declarations
3. Witness and authenticate the execution of certain classes of documents
4. Take acknowledgments of deeds and other conveyances, protest notes and bills of exchange
5. Provide notice of foreign drafts (a transfer of money between countries from one currency to another)
6. Prepare marine or ship's "protests" (a notarised statement) in cases of damage
7. Provide "exemplifications" (an authentic copy of an original document) and notarial copies

Any such act is known as a notarisation.

Our most common attendances involve:

1. Verifying your identity
2. Witnessing your signature on documents going overseas
3. Notarising documents as true and accurate copies of original documents

Examples that we see most often:

1. NZ Nurses moving to Australia who need their medical qualifications notarised
2. NZ teachers moving to the United Arab Emirates who need their University Degrees notarised
3. Immigrants who are selling real estate in their former home countries
4. Immigrants who need to appoint an Attorney who resides overseas
5. Nurses moving to New Zealand who need their application forms signed

Need a notarisation? How our process works in 4 steps:

1. Make an appointment to come and see Bruce. We do not take walk ins.

2. What to bring with you:
 - Photographic identification (your passport and photo drivers' licence if possible)
 - The documents to be notarised. Do not sign the documents.
3. Your notary uses his seal / embossing tool to verify his presence at the time the documents were signed and records this in his ledger which is kept in perpetuity.
4. In some cases documents signed by your notary will need to be sent to the Department of Internal Affairs in Wellington for authentication.

How much does it cost to notarise a document?

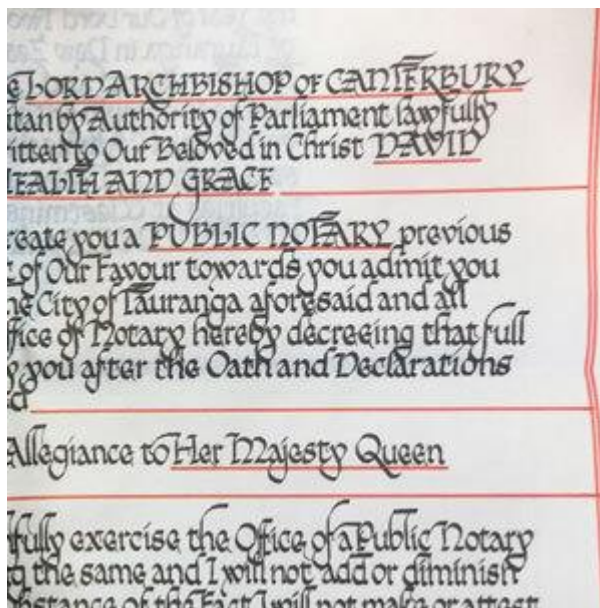
The minimum fee is \$125.00 plus GST for one (1) document, then \$25.00 plus GST for second and subsequent documents.

Can you help me with an apostille on my NZ documents?

Yes. Sometimes, your documents need to be notarised and then sent to the Department of Internal Affairs to be authenticated before they are acceptable to an overseas government.

We can organise that for you and work with the Authentication Unit at the Department of Internal Affairs on your behalf.

Where did the term 'Notary Public' come from?



Notary Publics have a long and distinguished history. The profession dates back to ancient Rome where these public officials were called "scribae" in Greek/Latin, that is to say, "scribes".

Even today, the certificate of "Notarial Faculty" is signed and authorised by the Archbishop of Canterbury and is handwritten in a calligraphic font onto a semi-translucent goat-skin-like parchment paper.

It is written in Old English. Here is the opening sentence: "Justin Porral, by divine providence, Lord Archbishop of Canterbury, primate of all England and Metropolitan by Authority of Parliament lawfully empowered for the purposes herein written to our beloved in Christ, grant Bruce John David Farquhar, a literate person now residing at the City of Napier in New Zealand. We being willing by reason of your merits to confer on you a suitable title of promotion do create you a public notary..."

If you would like to make a booking or inquire further, please call (06) 835 3159 or email alanah@bissonmoss.co.nz.