



**GUYANA HIGH COMMISSION  
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## **NOTARISATION OF DOCUMENTS**

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The Guyana High Commission notarises legal documents such as:

- Power of Attorney
- Affidavits
- Agreements of Sale
- Documents required for submission to Banks in Guyana
- Proof of Address
- Identity documents (Passport Biometric page, Driver's License)
- Letters to Banks, etc.

Notarisations are done **by appointments only**.

Kindly call the High Commission on telephone number ~~0207-229-7684~~ to make an appointment with a Member of Staff of the Consular Section.

## **REQUIREMENTS**

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1. Documents must be typed and presented at the Consular Section. The original and three (3) copies (unsigned).
2. The prepared document must be signed and witnessed in the presence of the Consular Officer.
3. The Appearer (s) must submit a valid passport as proof of identification.

## GUIDELINES FOR PREPARING LEGAL DOCUMENTS

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- a) All Legal Documents must be prepared on Legal Size paper and typed in double-lined spacing with two (2) inches margin on the left side.
- b) Legal Documents with insufficient space at the bottom of the page to place signatures, witnesses, stamp and seal (for example, a Power of Attorney) may allow the aforesaid to be placed on a separate page, but preferably, not with the signatures only, as the separate page may easily be detached and placed on another document without the knowledge of the parties involved.

A paragraph can be typed on the same page, with provision made for the signatures, witnesses, stamp and seal to be affixed.

- c) It is desirable that documents that consist of several pages be printed on separate pages.
- d) If there is a typographical error on a document, (for example, an incorrectly spelt name), the initials of the Appearer and the Officer performing the functions of Notary must be affixed.

This will confirm that both parties are cognizant of the changes.

## NOTES

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Legal Documents that have been notarised **must be registered at the Deeds Registry** before they become effective.

Documents not in fulfilment of the above guidelines **will be rejected.**

**June 2019**