



GUYANA HIGH COMMISSION
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NOTARISATION OF DOCUMENTS

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 Bio page, Driver's License)
- Letters to Banks etc

Notarisation services 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

1. Documents must be typed and presented at the Consular Section. The original and 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

- a) All Legal Documents must be prepared and typed in double line spacing with 2 inches margin on the left side.
- b) **In cases where there is insufficient space to place signatures, witnesses, stamp and seal at the bottom of a Legal document (for example, a Power of Attorney), these can be placed on a separate page but not with the signatures only, as this can 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 if a name is incorrectly spelt), 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.

NOTE

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.

January 2022