

HOW TO LEGALISE A DOCUMENT ?

Step One: All documents must be taken to a Notary Public or Solicitor first, to be signed (except those issued by the Registry Office) documents from the Isle of Man, British Virgin island, Jersey and Guernsey also need to go direct into the F.C.O., address below.

Step Two: to the Legalisation Department at the Foreign Office:

The Legalisation Office
Foreign & Commonwealth Office
P.O.Box 6255
Milton Keynes
MK10 1XX
www.fco.gov.uk/legalisation

Last Step: At the Chilean Consulate, the cost of a legalisation is £9 per document. **For payments please deposit the referred amount at any HSBC Bank branch, to the Chilean Consulate bank account (details attached)** Please send documentation by post together with the document already legalised by the Foreign Office, the deposit (receipt stamped original only) a covering letter specifying the amount of documents and a telephone number with contact name and a **S.A.E.** to send it back to the following address:

**Consulate of Chile
Legalisation Department
37- 41 Old Queen Street,
London
SW1H 9JA
Tel.: 020 7222 2361**

**ACCOUNT N°21007629
SORT CODE N°40-04-25
AT ANY HSBC BRANCH.**