NOTARISING A UK DEGREE CERTIFICATE

PLEASE READ THIS CAREFULLY - IT WILL SAVE TIME LATER

As a notary I am often asked to certify copies of degree certificates issued by United Kingdom educational institutions. This process does not merely require me to "rubber-stamp" the copy certificate, but also to verify that the degree certificate is genuine.

Verification of a UK degree certificate.

This is done on-line through the Higher Education Degree Datacheck ("HEDD"). HEDD includes all 165 publicly funded universities and colleges in the UK, plus the University of Buckingham, that report their student outcomes to the Higher Education Statistics Agency (HESA). HESA is the UK's central source for collection and dissemination of statistics about higher education.

HEDD covers all recognised degree-awarding bodies, including merged institutions, name changes and new institutions, as reported to HESA from 1990 onwards.

Verification may be instant, though this requires the university to have uploaded its records onto HEDD. Currently Sheffield Hallam University, University of Manchester, University of Nottingham and University of Essex offer online verifications of awards via HEDD. In other cases the enquiry has to be submitted to the university for checking manually and the result issued to me. This may take a few days.

Each enquiry costs £10 plus VAT: £12 in total.

In order to use the HEDD system I will need:

•   Your degree certificate

•   The completed form "Request for notarisation of a degree certificate issued by a UK educational institution" which incorporates your written authority allowing me to access your data.

Do I need an appointment?

No. Just send me your degree certificate and the completed form "Request for notarisation of a degree certificate issued by a UK educational institution" to 1 St Andrew's Mount, Kirk Ella, Hull, HU10 7TD and I will do the rest.

I want you to certify my GCSE and A-Level Certificates to. Can you do this?

Yes I can. It is somewhat harder to verify the authenticity of these certificates (and consequently more expensive). My notarial certificate therefore states that "I have not verified the authenticity of this certificate."

Fees

I offer a fixed fee for issuing a certified copy of a degree certificate which is £100. I do not charge VAT. This includes the cost of the HEDD application and returning your notarised degree certificate via Royal Mail Special Delivery post. If you have more than one degree certificate that needs to be certified I charge £60 for dealing with each additional certificate. GCSE and A-level certificates are £25 each.

Payment

I can accept payment by cheque. Alternatively if you have online or telephone banking you may choose to pay the appropriate sum into my account with Nationwide Building Society (07-02-46 35453345). If using this method of payment please confirm that payment has been made when you send me your degree certificate as I will not be able to deal with your matter until I have received your payment. Please do not send me cash in the post.