



A guide to our

Certification and Oaths

A drop-in and same-day service at our
Raynes Park offices

When a solicitor has to sign it

A great many everyday transactions require a document to be certified, sworn or witnessed by a solicitor. Every solicitor holding a practising certificate is a commissioner for oaths, and we offer this as a straightforward drop-in and appointment service at our Raynes Park offices.

You do not need to be an existing client, and the matter does not need to have anything to do with property. Most of these appointments take a few minutes.

Certified copies of documents

A certified copy is a photocopy of an original that a solicitor has seen and certified as a true copy. Banks, lenders, HM Revenue & Customs, HM Land Registry, pension providers, universities, professional bodies, embassies and overseas authorities all commonly require them — for passports and driving licences, bank statements and utility bills, birth, marriage and death certificates, degree and professional certificates, and company documents.

Statutory declarations, affidavits and affirmations

A statutory declaration is a formal written statement of fact, made before a solicitor. An affidavit is the equivalent sworn for use in court proceedings, and an affirmation is available to anybody who would prefer not to swear an oath. We administer all three.

Land Registry identity forms

Where somebody is dealing with registered land without a conveyancer acting for them, HM Land Registry requires evidence of identity on its own form — form ID1 for an individual and form ID2 for a company. The form has to be completed by a conveyancer who has met you in person and inspected your original identity documents, which is exactly what this appointment is for.

Witnessing signatures

Deeds, transfers, powers of attorney, mortgage documents and declarations frequently require an independent witness, and in some cases specifically a solicitor. We witness signatures and, where required, add our certificate.

IF YOU ARE NOT SURE WHAT YOU NEED

Telephone us and describe what has been asked of you. It is far better than travelling here with the wrong document, or discovering that what you need is a notary rather than a solicitor. We are glad to help even where the answer is that you do not need us.

02 • WHAT PEOPLE NEED IT FOR

The reasons people come to us

The range is wider than most people expect, and the great majority have nothing to do with litigation.

The situation	What is usually required
Dealing with property without a solicitor	A form ID1 or ID2, completed in person with original identity documents
Transferring property to a relative	Identity forms, a witnessed transfer, sometimes a declaration of trust
A mortgage, account or pension	Certified copies of identity and address documents
An estate, or a lost will or deed	A statutory declaration as to the facts, and certified certificates
Changing your name, or marrying abroad	A statutory declaration, and certified copies of identity documents
A visa or immigration application	Certified copies of passports, certificates and supporting documents
Company and insolvency matters	Certified corporate documents, or a declaration of solvency
Court or tribunal proceedings	A sworn affidavit or affirmation, with exhibits

TWO THINGS WORTH KNOWING

Administering an oath is not advice on the document. Unless you instruct us separately, our role is to verify your identity and administer the oath or certify the copy — not to advise on whether the contents are right. A false statutory declaration is a criminal offence, so be sure of the contents before you swear it.

For overseas use, check what the receiving authority requires. Many foreign bodies insist on a notary public rather than a solicitor, and some then require an apostille from the Foreign, Commonwealth and Development Office.

What to bring, and how to find us

Most appointments take five to fifteen minutes, and same-day appointments are frequently available where something is urgent.

What to bring

- **The document itself**, in original form. For a certified copy, bring the original and we will take the copy.
- **Photographic identification** – passport or driving licence – and a recent utility bill or bank statement.
- **Anything the receiving body has sent you**, including its own form or required wording.

Please do not sign in advance

Where a signature must be witnessed, or a declaration sworn, it has to happen in front of us. A document signed beforehand cannot be witnessed retrospectively.

Fees

Witnessing is charged from **£10** per document, certification of a copy from **£20**, and a Land Registry identity form from **£100**. The fee for administering an oath or statutory declaration is fixed by statute, with a small additional charge for each exhibit. We will confirm the exact cost, including any VAT, when you telephone – so there is nothing to work out on arrival.

Finding us

- **By rail.** Raynes Park station is a two-minute walk, with frequent services to Waterloo and Wimbledon.
- **By bus.** Several routes serve Raynes Park, stopping a short walk away.
- **By car.** On-street parking is available nearby on a pay and display basis.

SPEAK TO US

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General information only, as at 26 July 2026, and not legal advice. Fees shown are starting prices and are confirmed before attendance. Certifying a copy or administering an oath does not involve advice on the document's contents unless we are separately instructed, and a solicitor may not administer an oath in a matter in which the firm acts for a party. Receiving bodies' requirements vary, particularly overseas. Arcadia Law Ltd is registered in England and Wales, company number 10043933, registered office 15 Approach Road, London SW20 8BA. Authorised and regulated by the Solicitors Regulation Authority, SRA number 629605. © Arcadia Law Ltd 2026.