



## Certification of a Document

The Town Council, with effect from 1 November 2017 will charge for the following services of the Town Clerk to:

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|---|-----|
| - Authenticate a passport application             | £10 |
| - Authenticate a pension document                 | £10 |
| - Photocard driving licences                      | £10 |
| - Letters from a government department            | £10 |
| - Bank/building society or credit card statements | £10 |
| - Gas, electricity or council tax bills           | £10 |
| - Letters from a doctor or hospital               | £10 |

To request this service, please contact the Office Manager, who will make an appointment with the Town Clerk. We will accept cash, cheque or BACS payments for this service, payable at the time of visit.

You are advised to check with the organisation that needs the certified copy – they may have specific rules for who can certify a document.

In addition, the following requests will also attract a fee:

- Printing of personal documents – charge per copy + £3.00 admin fee

KW

24.10.17