

## NOTARIAL SERVICES

Notarial services provided by U.S. Embassies/Consulates may be performed for any person regardless of nationality as long as the document is for its use within the jurisdiction of the United States and only for American citizens if the document is to be presented to local authorities. **This service may only be done through online appointments booked on our web site: <http://barcelona.usconsulate.gov/emba/uscitizen.html>.**

For us to notarize your documents, you should:

- Have a valid government-issued photo ID with your signature
- Understand the document. We are not allowed to explain its content to you. If you have doubts, you should consult with your lawyer or with the person who drafted the document before coming.
- Complete the document with the appropriate names, places, and dates before you arrive. **DO NOT SIGN IT; you must sign before a U.S. Officer.**
- You will be required to pay the appropriate fee of \$50.00 for each Consular Officer's signature. We accept payments in cash, US dollars or Euros. You can also pay using a credit card. **We cannot accept checks.** Please also be prepared to pay with cash if the credit card verification system is temporarily unavailable. Credit card payments are billed in U.S. dollars

If the document(s) requires the presence of witness (es) in addition to the notarization, **you must come accompanied by these witness (es) at the time of your appointment. OUR STAFF CANNOT ACT AS WITNESSES.**

### EXAMPLES OF NOTARIAL SERVICES:

- **Acknowledgment:** To "acknowledge" is to admit, affirm, or declare; to recognize one's acts, assuming obligation or incurring responsibility. For example, if you sign a deed before a notarial officer, you acknowledge your signature.
- **Oath:** Any form of an attestation by which a person signifies that he or she is bound in conscience to perform an act faithfully and truthfully. A person who intentionally makes false statements under oath before a U.S. consular official is punishable for perjury (22 U.S.C. 4221).
- **Affirmation:** A solemn and formal declaration that an affidavit is true, that the witness will tell the truth, etc.
- **Affidavit:** A written or printed declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the person making it, taken before an officer having authority to administer such an oath.
- **Attestation:** The act of witnessing an instrument in writing, at the request of the party executing the document, and subscribing it as a witness.
- **Corporate Acknowledgment:** Officials of corporations who desire to execute an instrument in their capacity as corporate officials before a consular notarizing officer must present adequate proof of their corporate identity.
- **Power of Attorney:** A power of attorney allows you to designate someone to take legal actions on your behalf. A common example of this is empowering someone else to buy or sell property in the U.S. in your name while you are overseas. Since we cannot advise you on the specific language or content of a power of attorney, please consult a lawyer or other appropriate advisor before coming to see us to have your power of attorney notarized.
- **Certified Copy of a Foreign Valid Passport to request ITIN number:** We are able to certify copies of foreign valid passports in relation to ITIN applications. Please note we are **ONLY** able to make certified copies for this purpose, under no circumstances can we make certified copies for other uses.

## **SELF-PROVING WILLS**

**We cannot execute** your Will. We can acknowledge your own and your witness' signature on a 'self-proving' Will, but this is not execution of the Will itself. A 'self-proving' Will must already have been signed by the testator and the witnesses, who then all appear before a notary to make an affidavit **on a separate document** which says:

- **The testator** affirms that this is his or her last Will and that it has been (already) signed freely and knowingly;
- **The witnesses** attest that the testator appeared to be of sound mind and made the will voluntarily; and
- **The testator AND the witnesses** acknowledge their (previous) signatures on the Will.

It is your responsibility to provide those witnesses, and have the form(s) prepared in advance of your appointment with their names. If you have any questions about whether yours is a self-proving Will, or other issues related to your Will, you should speak with an attorney in the jurisdiction where the Will is to be in effect.”

## **EXCEPTIONS TO NOTARY SERVICES:**

This U.S. Consulate General cannot provide the documents or services listed below. For these services and more, use the links below to obtain information:

- [Copies of U.S. Vital Records: birth, death, marriage and divorce certificates.](#)
- [Apostilles \(legalizations\): birth, death, marriage, divorce certificates and other U.S. issued documents.](#)
- [Copies of Birth Records for U.S. Citizens Born Abroad.](#)  
(Consular Report of Birth Abroad, CRBA)
- [Additional Copies of Reports of Death of an American Citizen Abroad.](#)
- [How to Apply for a Certified Copy of Consular Report of Birth Abroad.](#)
- [Authentication of American Academic Credentials](#) (diplomas, transcripts etc.)
- [U.S. Department of State Authentications Office.](#) (The Authentications Office is responsible for signing and issuing certificates under the Seal of the U.S. Department of State.)
- [Signature \(Or "Medallion"\) Guarantees:](#) Medallion signature guarantees are often required by U.S. banks or mutual fund companies. Unfortunately, **WE CANNOT LEGALLY PERFORM A SIGNATURE GUARANTEE**. A Medallion Signature Guarantee is not a notarial service, but rather a special procedure related to securities, which can only be performed by an authorized representative of a financial institution participating in a medallion program approved by the Securities and Exchange Commission (SEC). U.S. consular officers are not authorized to provide a signature guarantee/medallion guarantee service.

The U.S. Securities and Exchange Commission may be contacted directly via the Internet at [www.sec.gov](http://www.sec.gov), via phone at 1-800-SEC-0330 (investor assistance and complaints), via fax at 202-942-7040, or by mail at Mail Stop 11-2, 450 Fifth Street N.W., Washington, D.C. 20549.