

LEGALIZATION

LEGALIZATION OF NORMAL DOCUMENTS

Requirement

- ❖ Legalization form (available on Royal Thai Embassy's website: <http://www.thaiembassy.cz/download.php?id=27>, choose 'legalization application form')
- ❖ Private documents: Copy of ID card of the person who submits the documents
- ❖ Company documents:
 - Power of attorney letter (Letter head paper in Czech or English language)
 - Copy of ID card of the person signed at the Power of attorney letter
 - Business registration from the company
- ❖ A copy of every page of the original documents

Processing time: 3 working days

Processing fee: 450 koruna per 1 stamp

Apply / Pick up in person between 9.00 – 12.00 from Monday – Friday (except Embassy's holidays)

*** The documents have to be officially translated into English

*** Both ORIGINAL and ENGLISH documents have to be legalized by the Ministry of Foreign Affairs of the Czech Republic