

To create a notarised copy of a passport— what is involved and how long it takes

This is provided only as examples of the likely time involved.

Task	As notary			As solicitor
	Time taken (min)	Time taken (average)	Usually charge	Time taken
Meet/great client	00:01:00	00:03:00	00:00:00	
Identify client (wait while they complete form I use, look at their identification documents etc)	00:03:00	00:06:00	00:03:00	Not done
Photocopy ID documents	00:01:30	00:03:00	00:01:00	Not done
Discuss why the need the copy notarised	00:01:00	00:03:00	00:01:30	Not done
Prepare my document / attach my document to the copy - bind, seal and sign	00:06:00	00:12:00	00:09:00	
Provide notarised copy to client - take payment etc	00:02:00	00:03:00	00:00:00	
Write up (create) record in notarial register	00:06:00	00:09:00	00:03:00	Not done
Totals	00:20:30	00:39:00	00:17:30	
Charge at hourly rate	£61.50	£117.00	around £60 for the first document	£5-£10