

## PLEASE BE SURE TO CONTACT YOUR CLOSER IF A POWER OF ATTORNEY WILL BE UTILIZED AT CLOSING:

In an effort to protect our customers, all documents must be notarized by an approved notary. Please contact your closing office to schedule an appointment with a Heritage Employee or to have them arrange an approved notary signing for you.

The following are requirements for documents notarized in a foreign country:

### **Having a Document “Notarized” in a Foreign Country**

There are two ways to have a document “notarized” when the signer is in a foreign country.

- First, per **C.R.S. 38-30-126. Acknowledgements before whom taken-** the signer can go to a U.S. Embassy and have the document notarized by embassy personnel. For a list of Embassy locations click here: <http://www.usembassy.gov/> For more information regarding **C.R.S. 38-30-126. Acknowledgements before whom taken-click here: CRS 38-30-126**
- Second, if the country is a signatory to the Hague Convention Treaty of 1961, then, because that country has enacted the Uniform Notarial Act, a “notarization,” or whatever it is called in that particular country, that is performed in accordance with that country’s laws. In this case the signer has the document notarized in accordance with the laws of the country that he or she is in, **and** then attaches an “apostille” to the document. A list of countries that are members of this particular convention can be found at [http://www.hcch.net/index\\_en.php](http://www.hcch.net/index_en.php) Select HCCH Members found on the left hand side of the home page. A list of the countries appears alphabetically.

### **What is an Apostille?**

- An Apostille is the authentication certification provided for under the Hague Convention. Apostilles may be issued only by a Competent Authority designated by the state in whose territory the document has been executed. To find a Competent Authority select [http://www.hcch.net/index\\_en.php?act=conventions.text&cid=41](http://www.hcch.net/index_en.php?act=conventions.text&cid=41) found on the page which verifies the country’s participation. Select **Go to the Apostille Section** and then select [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **An Apostille consists of the following:**
  - 1) Name of country from which the document emanates;
  - 2) Name of person signing the document;
  - 3) The capacity in which the person signing the document has acted;
  - 4) In the case of unsigned documents, the name of the authority which has affixed the seal or stamp;
  - 5) Place of certification;
  - 6) Date of certification;
  - 7) The authority issuing the certificate;
  - 8) Number of certificate;
  - 9) Seal or stamp of authority issuing certificate;
  - 10) Signature of authority issuing certificate.



Forms of consular notarization follow:

Consular Notarization for Individuals

\_\_\_\_\_ )  
\_\_\_\_\_ ) SS.  
\_\_\_\_\_ )

I, \_\_\_\_\_, Consul of the United States of America at \_\_\_\_\_ duly commissioned and qualified, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2012, before me personally appeared \_\_\_\_\_, to me personally known, and known to me to be the individual described in, whose name is subscribed to, and who executed the annexed instrument, and being informed by me of the contents of said instrument (s)he duly acknowledged to me that (s)he executed the same freely and voluntarily for the uses and purposes therein mentioned.

In witness whereof I have hereunto set my hand and official seal the day and year last written above.

\_\_\_\_\_  
Consul of the United States of America

Consular Notarization for Corporations

\_\_\_\_\_ )  
\_\_\_\_\_ ) SS.  
\_\_\_\_\_ )

I, \_\_\_\_\_, Consul of the United States of America at \_\_\_\_\_, duly commissioned and qualified, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2012, before me personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known, who, being by me duly sworn, did depose and say that they are the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation, the corporation described in the foregoing instrument; that they signed their names thereto with full authority to do so; and that the instrument has been sealed on behalf of the corporation [or, if the case] the corporation has no corporate seal.

In witness whereof I have hereunto set my hand and official seal the day and year last above written.

\_\_\_\_\_  
Consul of the United States of America

APOSTILLE

(Convention de La Haye du 5 Octobre 1961)

- 1. Country: \_\_\_\_\_
- a. This public document
- 2. has been signed by \_\_\_\_\_
- 3. acting in the capacity of \_\_\_\_\_
- 4. bears the seal/stamp of \_\_\_\_\_
- i. CERTIFIED
- 5. at \_\_\_\_\_
- 6. the \_\_\_\_\_
- 7. by \_\_\_\_\_
- 8. No. \_\_\_\_\_
- 9. seal/stamp \_\_\_\_\_
- 10. Signature \_\_\_\_\_

Persons having questions about the operation and implementation of the Hague Convention may address their inquiries to

Authentications Office  
518 23rd Street, NW  
Department of State Annex 1  
Washington, D.C. 20520

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\_\_\_\_\_)
\_\_\_\_\_) SS.
\_\_\_\_\_)

I, \_\_\_\_\_, Consul of the United States of America at \_\_\_\_\_ duly commissioned and qualified, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2012, before me personally appeared \_\_\_\_\_, to me personally known, and known to me to be the individual described in, whose name is subscribed to, and who executed the annexed instrument, and being informed by me of the contents of said instrument (s)he duly acknowledged to me that (s)he executed the same freely and voluntarily for the uses and purposes therein mentioned.

In witness whereof I have hereunto set my hand and official seal the day and year last written above.

\_\_\_\_\_)
Consul of the United States of America

Consular Notarization for Corporations

\_\_\_\_\_)
\_\_\_\_\_) SS.
\_\_\_\_\_)

I, \_\_\_\_\_, Consul of the United States of America at \_\_\_\_\_, duly commissioned and qualified, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2012, before me personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known, who, being by me duly sworn, did depose and say that they are the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation, the corporation described in the foregoing instrument; that they signed their names thereto with full authority to do so; and that the instrument has been sealed on behalf of the corporation [or, if the case] the corporation has no corporate seal.

In witness whereof I have hereunto set my hand and official seal the day and year last above written.

\_\_\_\_\_)
Consul of the United States of America

APOSTILLE

(Convention de La Haye du 5 Octobre 1961)

- 1. Country: \_\_\_\_\_
a. This public document
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518 23rd Street, NW
Department of State Annex 1
Washington, D.C. 20520

**QUIT CLAIM DEED**

This Deed Made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ between

A corporation duly organized and existing under and by virtue of the laws of the State of \_\_\_\_\_, Grantor(s), and

whose legal address is \_\_\_\_\_ of the County of \_\_\_\_\_ and State of \_\_\_\_\_, of the Grantee(s),

**WITNESSTH**, that the grantor(s), for and in consideration of the sum of \_\_\_\_\_

Dollars (\$\_\_\_\_\_), The receipt and sufficiency of which is hereby confessed, acknowledged, has remised, released, sold and QUIT CLAIMED, and by these present does remise, release, sell and QUIT CLAIM unto the grantee(s), not in tenancy in common but in joint tenancy, the survivor of them, their heirs, successors and assigns, forever, all the right, title, interest, claim and demand which the grantor(s) has in and to the real property, together with improvements, if any, situate, lying and being in the said \_\_\_\_\_, and State of Colorado described as follows:

also known as street and number: \_\_\_\_\_

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever, of the grantor(s), either in law or equity, to the only proper use, benefit and behoof of the grantee(s), their heirs and assigns forever.

The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

**IN WITNESS WHEREOF**, the grantor(s) has caused its corporate name to be hereunto subscribed by its \_\_\_\_\_ and its corporate seal to be hereunto affixed, attested by its \_\_\_\_\_ the day and year first above written.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF COLORADO }  
COUNTY OF \_\_\_\_\_ } SS:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public:  
My commission expires: \_\_\_\_\_