

**REGISTERED MAIL**

VisumService.nl / Legalisation
P.O. Box 1267
2280 CG Rijswijk (ZH)
The Netherlands

Office / courier / DHL

Anna Paulownastraat 63
2518 BC The Hague
Enter through the grey door and ring inside.
Courier / DHL drop-off also possible.

For which country or countries should we legalise your documents?

Country 1

Country 2

Country 3

Your contact details

1. First name and surname

2. Company name on the invoice (if required)

3. Invoice address and return address (street, number, postcode, city, country)

4. E-mail address for invoicing

5. Reference or PO number on the invoice (if applicable)

6. Telephone number where we can reach you

How should we return your documents?

- ☐ 1. Collect in person in The Hague, or arrange collection
- ☐ 2. Registered return mail — extra € 12.90 (VAT exempt)
- ☐ 3. Leave at Aviapartner Schiphol — € 80 excl. VAT (€ 96.80 incl.) per envelope
- ☐ 4. Overnight courier (24 h, weekdays only) — € 29.70 excl. VAT

Documents are left at the Aviapartner desk at Schiphol. Location: opposite check-in desk 5, window side, Departure Hall 1 (between Halls 1 and 2).
Open daily 05:30–21:00. We have left documents here daily for 17 years.



Payment terms

Companies may choose a payment term. Private clients pay before we return the documents. Amounts below are our handling fee per procedure per country. Government legalisation fees are not listed here — they are usually VAT-exempt and billed separately. Country rates: visumservice.nl.

Private clients

Route Netherlands — € 65 excl. VAT = € 78.65 incl. VAT
Route Belgium — € 140 excl. VAT = € 169.40 incl. VAT
Payment before documents are returned.

Companies — choose one option

Netherlands (excl. VAT)

- ☐ € 85 pay before return
- ☐ € 110 within 14 days of invoice
- ☐ € 135 within 30 days of invoice
- ☐ € 250 within 60 days of invoice

Belgium

- ☐ € 140 pay before return
- ☐ € 160 within 14 days of invoice
- ☐ € 205 within 30 days of invoice
- ☐ € 250 within 60 days of invoice

Agreement

By signing you accept these terms and instruct VisumService.nl to handle the legalisation.

Name

Date

Applicant's signature