



## NOTARIAL PUBLIC INSTRUMENTS APPLICATION FORM

All persons wishing to execute a notarial public instrument before this Consular Office must read and complete this form.

### **INSTRUCTIONS**

Complete ALL the information on the form clearly and in BLOCK CAPITALS. Do not forget to sign it. If you have any questions, please send your query to: [cog.melbourne.not@maec.es](mailto:cog.melbourne.not@maec.es)

Please ensure that all the information on the form is correct, as otherwise, the notarial deed drawn up with this information will not be valid.

A telephone number and email address must be provided so that the Consulate General can contact the applicant if any additional documentation is required, as well as to arrange an appointment for the signing of the document.

If the grantor is a Spanish citizen, it is essential to be registered in the Consulate General's Consular Registration Registry. You can find all the information on how to register on our website.

You must accompany the application form with a photocopy of your **valid** passport or national identity card. Likewise, and at the request of this Representation, you must present any documents concerning yourself or the Notarial Deed that may be requested.

It is important to note that on the day of the signing of the instrument at the Consulate General, the interested party must present the corresponding original identification document.

The notarial deeds prepared by this Representation are executed exclusively in Spanish. If you do not speak or understand Spanish, you must contact a translator to ensure that you are familiar with the full content of the document before the appointment.

If you wish the notarial deed to be drawn up in accordance with the MINUTA (DUTCH), please indicate this on this form and send the full text of the draft in WORD format to [cog.melbourne.not@maec.es](mailto:cog.melbourne.not@maec.es), indicating the name of the grantor in the subject line. Please note, however, that the text of the submitted drafts will be previously reviewed by this Consulate General to verify that they comply with current Spanish legislation.

Finally, to process your application, an advance payment of \$50 will be charged as a deposit. Payment is only accepted by money order, to be requested at an Australia Post office. This amount is non-refundable unless the deed has not been signed for reasons beyond the applicant's control (IS 48 of 1/8/2011, section II.1).



## **DOCUMENTATION**

- Duly completed and signed information sheet. (FORM ATTACHED)
- Photocopy of the grantor's valid ID card or passport.
- Money order for \$53 payable to the "General Consulate of Spain in Melbourne".
- MINUTA (when required).

## **SUBMISSION METHOD**

- In person at the Consulate General of Spain in Melbourne, without an appointment, during current business hours. This information must be requested in advance (Suite 3, Level 7, 564 St. Kilda Road, Melbourne VIC 3000)

- By Post mail:      **Consulate General of Spain-**  
**PO Box 6202, Melbourne VIC 3004**

**Applications received by email will not be processed** (except for the submission of the draft (MINUTA), see "Instructions" section).

## **PROCEDURE**

Once the application has been submitted, the Consulate General will assess the documentation provided and prepare a draft of the requested document, which will be sent to you via email for your review.

Once the document is confirmed by the applicant to meet the required specifications, the Notary Department will contact you to arrange an appointment for its signature before the Consul General.

This communication will confirm the documentation to bring to the appointment, as well as the final price of the document, which must be paid in cash and the exact amount, after deducting the amount of the money order already submitted in your application.

**IN THE CASE OF POWER OF ATTORNEY, ONCE AUTHORIZED, THE AUTHORIZING PARTY MUST SEND THE ORIGINAL DOCUMENT TO THE ATTORNEY (IES), ALTHOUGH THEY MAY PROVIDE A SCANNED COPY FOR THE CONDITIONAL COMMENCEMENT OF PROCEEDINGS. IT IS RECOMMENDED TO SEND IT TO THE ATTORNEY (IES) BY COURIER OR, IN ANY CASE, BY CERTIFIED MAIL WITH A TRACKING NUMBER.**

As many copies of the authorized deed as necessary may be requested, keeping in mind that the corresponding consular fee will be charged for the issuance of each copy.

NOTARIAL DEEDS MAY BE REVOKED FREELY AND AT ANY TIME AFTER THEIR AUTHORIZATION BY THE GRANTOR(S).



**I. GRANTOR/ATTORNEY (the person appearing or executing the notarial document)**

First and last name \_\_\_\_\_

ID/Passport \_\_\_\_\_ Expiration date: \_\_\_\_\_

Nationality \_\_\_\_\_ Profession/occupation \_\_\_\_\_

Marital Status: Single – Married – Divorced – Widowed (check as applicable)

Marital status: Separate property / Joint property (check as applicable)

Address in Australia \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Email address \_\_\_\_\_

Do you speak and read Spanish? : YES - NO  
(check as applicable)

**II. ATTORNEY (ONLY IN CASE OF POWERS OF ATTORNEY) (person in whose favor the power of attorney is being granted)**

**Attorney 1**

Name and surname \_\_\_\_\_

ID/Passport \_\_\_\_\_ Expiration date: \_\_\_\_\_

Nationality \_\_\_\_\_ Profession/occupation \_\_\_\_\_

Marital status: Single – Married – Divorced – Widowed  
(check as applicable)

Relationship with the grantor \_\_\_\_\_

Address in Spain \_\_\_\_\_

NOTE: If there are more grantors and/or attorneys, you can attach their information on a separate sheet, using the same template.



**III. PUBLIC INSTRUMENT TO BE GRANTED (mark with an "x" and indicate the required information in section IV).**

- General power (this is the broadest in terms of scope and extent of the powers to be conferred, which cover almost all areas of interest, except those related to inheritances).
- Power of Attorney to Accept Inheritances. This power of attorney authorizes the person to carry out inheritance procedures, but does not authorize the person to sell inherited assets (indicate the deceased's full name, place and date of death, and relationship to the grantor).
- General Power of Attorney to accept inheritances, administration, and disposition of assets (indicate the name and surname of the deceased person, the place and date of death, and relationship to the grantor).
- General Power of Attorney for litigation (indicate the full name of the lawyers and solicitors to whom this power is granted for the purposes of proceedings before Spanish courts, as well as their membership number and the professional association to which they belong).
- Power of Attorney to purchase (include a simple copy of the Property Registry. If one is not available, provide the property details, including the address, cadastral reference, volume, and page of the Property Registry where it is registered).
- Power of Attorney to sell (include a simple copy of the Property Registry. If one is not available, provide the property details, including the address, cadastral reference, volume, and page number of the Property Registry where it is registered).
- Power of Attorney to Bank Accounts Management (specify whether you want a general power of attorney or a special power of attorney to open/cancel/manage accounts – in either case, indicate the bank, address, and account number).
- Special Power of Attorney (any power of attorney that does not fall under the above categories or incorporates specific requirements; a draft must be provided or the powers to be conferred by the power of attorney must be specified in the following section).
- Revocation of Power of Attorney (indicate the name and surname of the grantor, date, protocol number and type of power to be revoked).
- Ratification of a public deed (please provide the details of the deed you wish to ratify, including the date, protocol number, the notary's full name, the notary association to which they belong, the type of deed, and the full name of the person who verbally represented you in the signing of said deed).



- Minutes of statements (explanation of the statements, declarations or facts that should be reflected in the minutes. Minutes may be provided).
- Deed of waiver and transfer of inheritance rights (indicate the name and surname of the deceased person, the place and date of death, and relationship to the grantor).
- Open Will (indicate, along with the general information in section I, place and date of birth, names and surnames of parents, names and surnames of spouse, date of marriage, and names of the grantor's children, as well as clearly specify the provisions to be included in the public instrument through a draft).
- Marriage agreements establishing the rules governing the financial regime of the marriage (If the grantors are single, they must provide information on the financial regime they wish to agree upon; if the grantors are married, they must also provide a literal marriage certificate issued by the Spanish Civil Registry within the last six months and, if available, a Family Book).
- Other type of public instrument not specified above (indicate type of power and submit minutes).

**IV. CIRCUMSTANCES TO BE INCLUDED IN THE PUBLIC INSTRUMENT OR  
POWERS TO BE CONFERRED BY POWER OF ATTORNEY (indicate below the  
data required in section III or attach a draft, as applicable)**



DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

In compliance with current regulations on the protection of personal data [Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and Organic Law 3/2018 of 5 December on the Protection of Personal Data and the Guarantee of Digital Rights], we inform you of the following basic aspects regarding privacy and data protection:

<b>INFORMACIÓN BÁSICA SOBRE PROTECCIÓN DE DATOS DE CARÁCTER PERSONAL</b>	
<b>Data Controller</b>	Consulate General of Spain in Melbourne (Australia).
<b>Purpose of processing</b>	Data collection for notarial deeds.
<b>Legitimacy for processing</b>	Compliance with legal obligations.. Exercise of public powers. Consent of the data subject.
<b>Recipients:</b>	Public Agencies and Administrations.
<b>Rights of the data subject</b>	You have the right to access, rectify, and delete data, limit its processing, object to its processing, and exercise your right to data portability, all free of charge, as detailed in the full information on data protection.
<b>Full information on data protection</b>	You can consult additional and detailed information on the Ministry of Foreign Affairs' data protection policy at: <a href="http://www.exteriores.gob.es/es/Paginas/Politica-de-privacidad.aspx">http://www.exteriores.gob.es/es/Paginas/Politica-de-privacidad.aspx</a>