**FAQ Invitation Letter -Notary**

**Que-1. What do we need to carry?**

Ans-1. You need to carry a soft copy of the document.

**Que-2. Can you draft an invitation letter?**

Ans-2. Yes, we can prepare a draft for you.

**Que-3. How much time does it take to prepare a draft?**

Ans-3 Draft can be prepared in a minimum of 2 hrs. or maximum of 1 Business Day.

**Que-4. What other documents do I need to carry?**

Ans-4. Original Passport/ Driver license / Any Govt Issued Id with pic on it. If any other requirements, you can carry PR card /Tax slip /Pay slip.

**Que-5 Do I need to carry the original ID?**

Ans-5 Please carry the original ID as per requirements.

**Que-6. How much cost is involved?**

Ans-6 Service starts at 25$.

**Que-7. How much time does the whole process take?**

Ans-7 If already booked an appointment it will take 20/30 minutes to complete the process.

**Que-8. Can I get a scanned copy of the notarized letter?**

Ans-8 Yes you can get. Please make a request in the office.

**Que-9 What can be valid reason for visit.**

Ans-9

* Convocation
* Any special event- Marriage, Birthday, Anniversary
* Summer Vacations
* Long Time
* Baby birth

**Que-10. Me and My wife are both sponsoring together, do both of us need to come?**

Ans-10 Yes presence of both is mandatory.

**Que-11. I am Truck driver can’t come in person Can this is possible.**

Ans-11 We are open on Saturdays too. You can come at weekends, but remote notary is not possible.

**Que-12. What do I need to mention in a sponsorship letter?**

Ans-12

* Passport No’s of all Parties,
* Phone no,
* Email,
* Reason of visit,
* Duration of stay
* Family ties.

**Que-13. Can I sponsor all family members in one sponsor letter?**

Ans-13 You can prepare one letter for parents (both father and mother). It’s preferred to prepare separate letters for siblings i.e., brother & sisters.

**Que-14. Is there any validity for a sponsor letter?**

Ans-14 No, as such no expiry date for letter but it is advisable to use within 6 months.

**Que-15 Where is your office located?**

Ans-15 We are located at 9186 34A Avenue Northwest, Edmonton, AB T6E5P4

**Que-16 What are your office timings?**

Ans-16 We are open from 9.00 am to 5.00 pm. Monday to Saturday. Last intake for day is latest by 4.15 pm.

**Que-17 Do you work on weekends?**

Ans-17 Yes, we work on Saturday from 9.00 am to 5.00 pm. On Sundays we are close.

**Que-18 I don’t live in Edmonton Province Can I still get invitation letter notarized?**

Ans-18 No this service requires in person visit.

**Que-19 What other services do you offer?**

Ans-19 We offer Police Clearance from many countries, Translations, Legalizations of Documents or Apostille Services, Insurance and Real Estate.

**Que-20 Do I need to book an appointment before the visit?**

Ans-20 It is preferred to book appointments to save time. Otherwise, you can walk in between 9.00 am to 4.30 pm.

**Que-21 Can family member process on my behalf.**

Ans-21 No all parties in sponsoring must visit in person.

**Que-22 How do you ensure data confidentiality and security during the process?**

Ans-22 Your documents and private information will be kept strictly confidential.