

# Administrative Filings & Certifications Intake (Kosovo)

We arrange certified copies, notarization, translations, apostille/legalization, and company registry changes.

## Three Baby Steps

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1) Intake and checklist – Tell us what you need (certified copy, notarization, translation, apostille/legalization, registry change). We send an exact document list.

2) We prepare and file – We draft requests, queue notary or authority filings, coordinate translators, and handle follow ups until approved.

3) You get the certified output – Decision, certificate, or stamped document plus receipts and a step by step log for your records.

Timelines (typical): certified copies 1–3 days; notarization same day; translations 1–3 days; apostille 1–5 days; registry changes 3–10 days.

We confirm the ETA at intake.

## 1. Client and contact

Company or individual name:

Contact person:

Phone:

Email:

Preferred language:

English

Albanian

Serbian

## 2. Scope of request

Type:      Certified copy      Notarization      Translation      Apostille/Legalization      Registry change

Document title / registry action:

Language pair (from → to):

Target country (if legalization):

Registry change details (if applicable):

Target deadline (date or weeks):

## 3. Documents you have now (tick)

Company registration certificate/excerpt

Existing translation (if any)

ID/passport for signatory

Previous approvals/certifications

Original document to certify/notarize

Power of attorney (if needed)

Articles/statute/incorporation act

Payment proof (if requested)

## 4. Delivery and representation

I authorise representation at notaries, ministries, and the registry (POA may be required).

Delivery of outputs:

Email

Pickup

Courier

Notes:

*We confirm requirements and timeline at intake. NDA available on request.*