



GEx NOTARIZED LETTER OF PERMISSION TO TRAVEL OVERVIEW

1. **GEx Costa Rica or Japan Notarized Letters Due January 24, 2025 (both original and digital copies).** Letters can be submitted to Jessica Park (Middle School Office) or Yasi Marzban (Senior School Office). Digital copies will be submitted in the new year via a separate Google Form request.
2. **Travel Dates (for both programmes):** This information is required to fill in the letters for notarization.

GEx Costa Rica Dates:

March 18-26, 2025

GEx Japan:

March 18-25, 2025

A **notarized letter of permission to travel** is required for all our international GEx programmes. It is a legal document that gives Mulgrave School and designated staff permission from legal guardians to be taking a student (who is a minor) across international borders for a designated educational programme. Parents (all legal guardians) are required to get a letter and submit the original hard copy notarized letter (with a legal stamp on it) directly to Yasi Marzban in the Senior School Office or Jessica Park in the Middle School Office. We will bring this letter with us on the trip.

Here are our two notarized letter document templates that you must use and complete with a lawyer or notary public and then submit to our school for our records.

1. [GEx Notarized Letter of Permission template 1 \(for 1 parent\)](#)
2. [GEx Notarized Letter of Permission template \(for 2 parents\)](#)

Mulgrave requires both legal Guardians to sign the letter with a lawyer or notary public. If there are two guardians who have joint custody, and one guardian is unavailable or lives out of the country, each guardian will usually be required to complete a separate letter (see the

one parent letter below). Please note while you can complete the details of the form provided above before visiting the law or notary office, you cannot sign it; letters must be signed by guardians in front of the legal officer. Notaries and lawyers will also typically require the following from you when you visit the office:

1. Both parents must be present for the notarization;
2. Both parents must show their photo ID;
3. They must show their travelling child's passport;
4. They must have the GEx notarized form completed prior to arrival (ie. all blanks must be filled in with the full legal names as shown in photo ID, all dates and locations completed, **BUT all signature lines to be left blank to be signed in front of notary**).
5. If there is a single parent/guardian situation, they will also need to bring a copy of the court order granting full custody.
6. An average letter processing fee is around \$50-75 for notaries

If you have any questions about this process or requirement, please let me know.

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