

ANNEX 43C: CONSULAR FEES

Fees for the performance of consular acts are itemised below.

Item	Consular Act	Fee
1	Administering an oath or receiving a declaration or affirmation, with or without witness of signature	\$20
2	Marking an exhibit to an affidavit or declaration in writing	\$10
3	Witnessing: (a) a signature; or (b) the seal; or (c) the signature and seal; of an authority or person, other than a person specified in regulation 3	\$20
4	Signing a document, or affixing a seal to a document or other article, in a case not otherwise specified in this Schedule;	\$20
5	Signing and affixing a seal to a document in a case not otherwise specified in this Schedule	\$20
6	Preparing a declaration or other document in a case not otherwise specified in this Schedule or taking down in writing an oral declaration or deposition made before a person specified in regulation 3	\$30 and in addition \$20 for each 50 words, or part, by which the document exceeds 50 words
7	Making and certifying a copy of a document or part of a document	\$30 and in addition (a) if the consular act includes the typing of the document or a part of the document - \$20 for each 50 typed words (b) \$2 for each copy, other than the first typed copy, of a page of the document.
8	Verifying and certifying a copy of a document or part of a document	\$30 and in addition (a) if the consular act includes the typing of the document or a part of the document - \$20 for each page (b) \$10 for each copy, other than the first typed copy of the document.

9	Uniting documents and affixing a seal to the fastening	\$20
10	Initialling alterations to, or interlineations in, a document not prepared by a person specified in regulation 3	\$5 for each 3 initialling or part of 3 initialling
11	Taking evidence under a commission or order from a court	\$50 for each hour, or part of an hour, spent in taking evidence or \$200, whichever is the greater.
12	Effecting, or attempting to effect, service of a document and issuing a certificate or affidavit of service or attempted service	\$30
13	Transmitting through official channels a document or other article	\$12 and in addition, the amount of postal charges which would be payable if the document or article were transmitted by post.
14	Witness the execution of a will	\$40
15	Transferring funds through official accounts, other than for the purpose of the realisation of a deceased estate	\$40
15A	Preparation and issue of an Apostille (being a certificate of the kind referred to in Article 3 of the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents)	\$60
16	The performance of a consular act specified in a preceding item of this Schedule: (a) away from diplomatic or consular premises; or (b) outside the hours when those premises are open to the public for business	\$10 Additional charges apply where the act is performed away from diplomatic or consular premises or after normal business hours. See below.

Other Consular acts

	Issuing a Certificate of No Impediment to Marriage	\$90
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NOTE: and, in addition:

- (a) if the act is performed away from diplomatic or consular premises, the following additional charges apply:
- (i) the cost of the travel of a person specified in regulation 3 (an Australian diplomatic or consular officer or an authorised LES) from those premises to the place where he or she performs the act
 - (ii) if the person is required to be absent overnight from his or her usual place of residence – the cost of his or her meals accommodation.

(b) if the act is performed outside the hours when those premises are open to the public for business – the amount of the remuneration (if any) of the person in respect of the period in which the act was performed.

Item	Considered Act	Fee
1	Administration of Oath of Office and Acknowledgment of Commission of a Notary Public	\$25
2	Notary Public when in an official character in a court	\$25
3	Notary Public when in an official character in a court	\$25
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