

Consular Fees effective 1 December 2015

Consular Act	Actual Fee AUD	Charge
1 Administering an oath or receiving a declaration or affirmation, with or without witness of signature	\$20	\$15
2 Marking an exhibit to an affidavit or declaration in writing	\$10	\$7
3 Witnessing: (a) the 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	\$15
4 Signing a document, or affixing a seal to a document or other article, in a case not otherwise specified in this Schedule	\$20	\$15
5 Signing and affixing a seal to a document in a case not otherwise specified in this Schedule	\$20	\$15
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 \$20	and in addition, for each 50 words, or part of 50 words, by which the document exceeds 50 words \$22 \$15
7 Making and certifying a copy of a document or part of a document	\$30 \$20 \$2	and, in addition, (a) if the consular act includes the typing of the document or a part of the document - for each 50 typed words \$22 \$15 (b) for each copy, other than the first typed copy, of a page of the document \$1
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 - \$22

		\$20	for each page	\$15
		\$10	(b) for each copy, other than the first typed copy, of a page of the document	\$7
9	Uniting documents and affixing a seal to the fastening	\$20		\$15
10	Initialling alterations to, or interlineations in, a document not prepared by a person specified in regulation 3	\$5	for each 3 initiallings	\$4
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	\$36
		\$200	whichever is the greater	\$145
12	Effecting, or attempting to effect, service of a document and issuing a certificate or affidavit of service or attempted service	\$30		\$22
13	Transmitting through official channels a document of other article	\$12	and, in addition, the amount of the post charges which would be payable if the document or article were transmitted by post	\$9
14	Witnessing the execution of a will	\$40		\$29
15	Transferring funds through official accounts, other than for the purposes of the realisation of a deceased estate	\$40		\$29
15A	Preparation and issue of an Apostille (being a certificate of the kind referred to in Article 3 of the <i>Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents</i>)	\$60		\$44
16	The performance of a consular act specified in a preceding item of this Schedule:	\$10	and, in addition	\$7
	(a) if the act is performed away from diplomatic or consular premises:		(i) the cost of the travel of a person specified in regulation 3 from those premises to the place where he or she performs the act	\$0
			(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 and accommodation	\$0
	(b) 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	\$0
Other Consular Acts				
	Issuing a Certificate of No Impediment to Marriage	\$90		\$65