
STATUTORY INSTRUMENTS

1996 No. 1915

DIPLOMATIC SERVICE

The Consular Fees Order 1996

Made - - - - 23rd July 1996

Coming into force - - 14th August 1996

At the Court at Buckingham Palace, the 23rd day of July 1996

Present,

The Queen's Most Excellent Majesty in Council

Her Majesty, in exercise of the powers conferred on Her by section 1(1) of the Consular Fees Act 1980(1) is pleased, by and with the advice of Her Privy Council, to order, and it is hereby ordered, as follows:

1. This Order may be cited as the Consular Fees Order 1996 and shall come into force on 14th August 1996.

2. In this Order—

- (a) “consular officer” means any person authorised by the Secretary of State to exercise consular functions, or functions in the United Kingdom which correspond with consular functions (including persons who are not, as well as persons who are, consular officers);
- (b) “consular employee” means any person in the administrative or technical service of the consular post or diplomatic mission;
- (c) “consular premises” means the building or parts of buildings used for the purposes of the consular post or diplomatic mission;
- (d) “entry clearance” means a visa, entry certificate, entry permit or other document which, in accordance with the applicable immigration laws or rules, is to be taken as evidence of a person's eligibility for entry into the United Kingdom, a dependency of the United Kingdom, or any other country or territory, as the case may be (but does not include a work permit);
- (e) “replacement passport” means a passport issued in substitution for a valid passport in order to incorporate an addition or amendment thereto.

3. The fees set forth in the table in the Schedule to this Order are prescribed to be levied by consular officers and by marriage officers under the Foreign Marriage Act 1892(2) and the Marriage

(1) 1980 c. 23.

(2) 1892 c. 23.

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with Foreigners Act 1906⁽³⁾ in the execution of their duties, and the said table shall be construed as part of this Order.

4. The Consular Fees Order 1995⁽⁴⁾ is hereby revoked.

N. H. Nicholls
Clerk of the Privy Council

⁽³⁾ 1906 c. 40.
⁽⁴⁾ S.I.1995/1617.

SCHEDULE

TABLE OF CONSULAR FEES

PART I

NOTARIAL AND KINDRED MATTERS

Fee	£
1. Preparing any certificate, declaration or document not otherwise provided for—	20.00
(a) in standard form, per copy	
(b) (b) not in standard form, per 100 words—	25.00
(i) in English	
(ii) in any other language	40.00
2. Preparing or signing, or both, a declaration of existence	10.00
except in connection with pay or pensions payable by a department of Her Majesty's Government in the United Kingdom or of any other Government within the Commonwealth	
3. —	12.00
(1) Attesting or legalising a signature or seal except where—	
(a) the signature or seal is on a certificate or survey of foreign passenger ships running to or from the United Kingdom, or	
(b) the signature or seal is on a document required for the deposit or withdrawal of money in or from any British Post Office or other Government Savings Bank, or	
(c) the signature or seal is in connection with stocks or bonds on the registers of the Post Office, with Savings Bank Annuities or with annuities granted direct by the National Debt Commissioners	
(2) Administering an oath or receiving a declaration or affirmation except where—	30.00
(a) the oath, declaration or affirmation is made under the Merchant Shipping Acts or in connection with the loss of a passport, or	

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Fee	£
(b) fee 19, 24, 25, 27, 36, or 37 is to be taken	
4. Supplying witnesses, for each witness	12.00
5. Initialling alterations in any document not prepared by the consular officer or marking exhibits, for each initialling or marking	6.00
6. Making or verifying (including certifying where necessary) a copy of a document—	20.00
(a) in typescript or made by photographic process outside the consular premises, for each page	
(b) (b) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £15.00)	3.00
7. Uniting documents and sealing the fastening (except where fee 37 is applicable), or affixing a photograph to a document not prepared by the consular officer and if necessary certifying it (except where fee 17 is applicable)	12.00
8. Obtaining a legalisation or other certification from another authority upon any document	25.00
in addition to costs, if any	
9. Supplying certified copies of documents forming part of the records of a court which is, or was formerly, established under the Foreign Jurisdiction Acts 1890(5) and 1913(6)—	35.00
for every page	
10. Making or verifying (including certifying where necessary) a translation in writing of a document or part of a document, for each 100 words or characters (or part thereof) in the foreign language—	40.00
(a) from or into Amharic, Chinese, Japanese or Korean (three Japanese <i>Kana</i> being counted as one character when used independently)	
(b) (b) from or into any other language except where fee 27 or 39 is to be taken	25.00

(5) 1890 c. 37.

(6) 1913 c. 16.

Fee	£
11. Translating and interpreting <i>viva voce</i> (except where necessary for the performance of official duties)— for every 15 minutes	18.00

PART II

PASSPORTS, VISAS AND KINDRED MATTERS

12. Issuing a passport of not more than 32 pages which includes replacing an expired passport, and issuing a new passport of full validity when an original passport of restricted validity is unavailable	18.00
13. Issuing a passport of 48 pages which includes replacing an expired passport, and issuing a new passport of full validity when an original passport of restricted validity is unavailable	27.00
14. Issuing a collective passport	40.00
15. Amending an existing passport by adding the particulars of a child or children	5.00
16. Amending an existing passport by amending the holder's name at the request of the holder, or issuing a replacement passport which contains such amendment	5.00
17. Amending an existing passport by adding a fresh photograph or amending the holder's description, or issuing a replacement passport which contains such addition or amendment except where the holder was under 16 years of age at the date of issue of the existing passport	5.00
18. —	20.00
(1) Receiving an application for— <ul style="list-style-type: none"> (a) entry clearance (other than for the United Kingdom or a dependency of the United Kingdom) (b) entry clearance for a dependency of the United Kingdom 	20.00
(2) Preparing or forwarding, or both, any letter, certificate, declaration or other document which may be required by an authority in any country or territory in connection with an application for or the issue or renewal of an	35.00

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entry clearance (for a country or territory for which the consular officer does not himself have authority to issue entry clearance), a residence permit or identity card or forwarding any other certificate or document (except a Home Office travel document and applications for registration and naturalisation)

(3) Preparing or forwarding, or both, an application for registration or naturalisation to the Home Office 35.00

19. Issuing and, where required, preparing an Emergency Passport or other document not otherwise provided for in lieu of a passport, or accepting a Declaration of Identity on which a visa is to be granted and issuing a certificate on such declaration describing the applicant 10.00

20. — 25.00

(1) Receiving, outside the United Kingdom, an application for

(a) a visa for passing through the United Kingdom without entering it

(b) (b) entry clearance; 33.00

(i) in respect of any of the following—

for employment or self-employment for a period of six months or less, as a returning resident, as a visitor, as a student, as a passenger in transit, except where subparagraph (a) above applies, as an “au pair”, for a working holiday, valid in each case in accordance with the following specified conditions for one entry

for multiple entries, valid for six months from the date of issue 45.00

for multiple entries, valid for one year from the date of issue 55.00

for multiple entries, valid for two years from the date of issue 65.00

- for multiple entries, valid for five years 130.00
from the date of issue
- (ii) for settlement 210.00
- (iii) for marriage210.00
- (iv) for any purpose other than those listed in 50.00
sub-paragraphs (i) to (iii) above
- (c) (c) a certificate of entitlement to the 210.00
right of abode
- (d) (d) a confirmation of the right of 210.00
abode

or such sums (being the equivalent of fees charged by the authorities or any State for receiving or granting an application for an entry clearance to a British citizen) as the Secretary of State, with the consent of the Treasury, directs to be taken for receiving or granting an application for an entry clearance from a national or citizen of that State

(2) Receiving in the United Kingdom an 20.00
application made in the United Kingdom for a
certificate of entitlement to the right of abode

21. Renewing a Travel Certificate, a 35.00
certificate of identity or other travel document
on behalf of a Commonwealth country or of a
dependency of a Commonwealth country

except where fee 23 is to be taken

22. Renewing a Travel Certificate, a 35.00
certificate of identity or other travel document on
behalf of a dependency of the United Kingdom

except where fee 23 is to be taken

23. Revalidating or renewing a Seaman's 35.00
Certificate of Nationality and Identity or a
Seaman's Identity Book

in addition to fee 18 where applicable

PART III

MARRIAGES, BIRTHS AND DEATHS

24. Receiving notice of an intended marriage 35.00

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- 25.** Solemnising or attending a marriage 75.00
under the Foreign Marriage Acts 1892 to 1947
(as amended)(7), administering oaths to the
parties and registering the marriage
- 26.** Issuing in English or in the local language 35.00
a certificate that no impediment to an intended
marriage has been shown to exist
- 27.** Transmitting a record of a marriage under 20.00
the local law to the appropriate Registrar General
in accordance with Article 7(1) of the Foreign
Marriage Order 1970(8), including the provision
of any necessary certification
- 28.** Issuing a “certificat de coutume” for an 35.00
intended marriage in accordance with the local
law
- 29.** Registering a birth or death 55.00
- 30.** Making an addition to or correction in the 20.00
consular register of births, deaths or marriages at
the request of the parties concerned
- 31.** Furnishing a certified copy of an entry 35.00
in the consular register of births, deaths or
marriages
in addition to fee 32 where applicable
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PART IV SEARCHES

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- 32.** Making a search in— 35.00
- (a) the consular registers of births, deaths
or marriages where the number or
date of entry is not provided
- (b) (b) any other records or archives 72.00
of Her Majesty’s Government in the
United Kingdom
in addition to fee 31 where applicable
- 33.** Having a search made for, or obtaining 72..00
copies of, or both, entries in the local registers or
records not kept by a consular officer for an entry
in a local register of births, deaths or marriages
or for any other document
in addition to costs exceeding £5.00
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(7) 1892 c. 23, 1934 c. 13, 1947 c. 33, 1988 c. 44.

(8) S.I. 1970/1539.

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PART V
ESTATES

34. Administering in full or in part, 45.00
safeguarding, or arranging the transmission of all
or part of the personal effects and other estate of
a deceased person or proceeds thereof, excepting
the wages and personal effects of a seaman and
except where the gross current market value is
less than £1,000, on the amount of the gross
current market value 2% rounded to the nearest
£10.00

but with a fee, where a local lawyer is
employed and the matters or things to be done
by the consular officer are nominal, of

PART VI
ATTENDANCES

35. Attending (except in connection with 72.00
commercial enquiries) for each hour or lesser
period, including if appropriate the time taken in
proceeding from a reasonable point of departure
and in returning to a reasonable point—

(a) at the consular premises or elsewhere
during customary business hours
except that where the attendance is
for the purpose of supervising an
examination and two or more persons
are sitting examinations at the same
time the fee may be apportioned
between them;

(b) (b) at the consular premises or 72.00
elsewhere outside customary business
hours

with a maximum in any one period of 24 hours 520.00
for each consular officer of

PART VII
MATTERS RELATING TO LEGAL PROCEEDINGS

36. Presiding at the taking of evidence under 144.00
a commission or order from a Court, including

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any matter or thing done by the consular officer as examiner—

- (a) for the first two hours or less on the first day
- (b) (b) for each additional hour or less 72.00

37. Providing evidence of service or attempted service 72.00

in addition to fee 35 or 38

38. Providing the services of a consular officer or consular employee— 72.00

- (a) to assist the consular officer in the taking of evidence under a commission or order from a Court, for each such person—

for each hour or less

- (b) (b) to effect or endeavour to effect service of a document, for each hour or shorter period elsewhere than at the consular premises— 72.00

during customary business hours

outside customary business hours 90.00

39. Forwarding a request to a local authority for the taking of evidence or the service of a document, where necessary, certifying the accuracy of a translation accompanying the document 72.00

PART VIII

REPATRIATION AND FINANCIAL ASSISTANCE

40. Arranging the repatriation of a person or a group of persons of the same family and travelling together 72.00

41. Arranging for currency to be made available against the payment of a sterling cheque or against the deposit elsewhere of funds with or to the order of Her Majesty's Government in the United Kingdom 36.00

in addition to fee 35 where applicable

PART IX
SHIPPING, SEAMEN AND KINDRED MATTERS

- 42.** Granting or considering whether to grant a provisional certificate of registry, whether the owner is a private individual or body corporate 210.00
- 43.** Receiving a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly 30.00
- 44.** Examining or arranging for the examination of provisions or water, payable by the party who proves to be in default 30.00
in addition to the cost, if any, of survey
- 45.** Noting a marine protest and furnishing one certified copy if required 25.00
for every further copy 25.00
- 46.** Extending a marine protest, filing the original and furnishing one certified copy if required— 60.00
- (a) for any number of words up to 200, excluding the declaratory clause
- (b) (b) for every subsequent 100 words or less 25.00
in addition to fees 1 and 3 where applicable
- 47.** Making a request, or issuing or arranging for the issue of a document, in connection with a survey of a ship— 40.00
- (a) for the purposes of the International Convention for the Safety of Life at Sea 1974(9) (SOLAS) or of the International Convention for the Prevention of Pollution from Ships 1973(10) as modified by its Protocol of 1978(11) (MARPOL)
- (b) (b) for any other purpose 72.00
in addition to fee 6 where applicable
- 48.** Issuing a bill of health 25.00
- 49.** Preparing or signing, or both, any document, whether required by the Merchant Shipping Acts or by the local authorities, relating to the master or the members of the crew of a ship, to their numbers, names or other details, 40.00

(9) Cmnd. 7874.

(10) Cmnd. 5748.

(11) Cmnd. 7347.

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or to their engagement, discharge, desertion or death

except where—

- (a) fee 43 is taken in addition to fee 35, or
- (b) a death inquiry is held under section 271 of the Merchant Shipping Act 1995(12)

50. Signing and, if required, sealing any documents at the request of the master of the ship 40.00

except where—

- (a) this is required under the Merchant Shipping Acts, or
- (b) fee 49 is taken

51. Inspecting— 30.00

- (a) a ship’s papers when required to enable a consular officer to do any matter or thing in respect of a ship

except where fee 49 is taken in addition to fee 35 30.00

- (b) the marking of a ship, irrespective of the number of visits in addition to fee 35.

EXPLANATORY NOTE

(This Note is not part of the Order)

This Order revokes and replaces the Consular Fees Order 1995. As a result of a review of the costs involved in providing the various services some consular fees are being increased and some decreased. The overall effect is an average increase of approximately 20% and represents a further step towards eventual full cost recovery.

The Order also repeals the fees for issuing a British Visitor’s passport, a visa for passing through the United Kingdom without entering it where the applicant is under 25 years of age and a single visit entry clearance where the applicant is under 25 years of age (as these documents are no longer issued).

(12) 1995 c. 21.