
STATUTORY INSTRUMENTS

1998 No. 257

DIPLOMATIC SERVICE

The Consular Fees Order 1998

Made - - - - *11th February 1998*

Coming into force - - *26th March 1998*

At the Court at Buckingham Palace, the 11th day of February 1998

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 1998 and shall come into force on 26th March 1998.

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 1997⁽⁴⁾ is hereby revoked.

N.H. Nicholls
Clerk of the Privy Council

⁽³⁾ 1906 c. 40.
⁽⁴⁾ S.I.1997/1314.

SCHEDULE

TABLE OF CONSULAR FEES

PART I

NOTARIAL AND KINDRED MATTERS

<i>Fee</i>	<i>£</i>
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.—(1) Attesting or legalising a signature or seal	12.00
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 the annuities granted direct by the National Debt Commissioners.	
(2) Administering an oath or receiving a declaration or affirmation	30.00
except where—	

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<i>Fee</i>	<i>£</i>
(a) the oath, declaration or affirmation is made under the Merchant Shipping Act or in connection with the loss of a passport, or	
(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 legislation 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)—for every page	35.00
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	25.00

(5) 1890 c. 37.

(6) 1913 c. 16.

<i>Fee</i>	<i>£</i>
except where fee 27 or 39 is to be taken.	
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—	21.00
(a) for applications made by post in the UK	
(i) where the applicant is aged 16 years or over	
(ii) where the applicant is under 16 years old (for a passport valid for 5 years)	11.00
(b) (b) for applications made in person in the UK or applications made abroad	31.00
(i) where the applicant is aged 16 years or over	
(ii) where the applicant is under 16 years old (for a passport valid for 5 years)	21.00
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—	31.00
(a) for applications made by post in the UK	
(b) (b) for applications made in person in the UK or applications made abroad	41.00
14. Issuing a collective passport—	40.00
(a) for applications made by post in the UK	
(b) (b) for applications made in person in the UK or applications made abroad	50.00
15. Amending an existing passport by adding the particulars of a child or children	11.00

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- (a) for applications made by post in the UK
- (b) (b) for applications made in person 21.00
in the UK or applications made abroad
- 16.** Amending an existing passport by 11.00
amending the holder's name at the request of the
holder or issuing a replacement passport which
contains such amendment—
 - (a) for applications made by post in the UK
 - (b) (b) for applications made in person 21.00
in the UK or applications made abroad
- 17.** Amending an existing passport by adding 11.00
a fresh photograph or amending the holder's
description, or issuing a replacement passport
which contains such addition or amendment
 - (a) for applications made by post in the UK
 - (b) (b) for applications made in person 21.00
in the UK or applications made abroad
except where the holder was under 16 years of
age at the date of issue of the existing passport
and the passport was issued before 26th March
1998.
- 18.** — 20.00
 - (1) Receiving an application for—
 - (a) entry clearance (other than for the
United Kingdom or a dependency of
the United Kingdom)
 - (b) (b) entry clearance for a 20.00
dependency of the United Kingdom
 - (2) Preparing or forwarding, or both, any 35.00
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
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 35.00
application for registration or naturalisation to
the Home Office

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) entry clearance:	
(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 the sub-paragraph (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	33.00
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 from the date of issue	80.00
(ii) for settlement	240.00
(iii) for marriage	240.00
(iv) for any purpose other than those listed in sub-paragraphs (i) to (iii) above	50.00
(c) (c) a certificate of entitlement to the right of abode	100.00

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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 application made in the United Kingdom for a certificate of entitlement to the right of abode 20.00

21. Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of a Commonwealth country or of a dependency of a Commonwealth country 35.00
except where fee 23 is to be taken.

22. Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of a dependency of the United Kingdom 35.00
except where fee 23 is to be taken.

23. Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book 35.00
in addition to fee 18 where applicable.

PART III

MARRIAGES, BIRTHS AND DEATHS

24. Receiving notice of an intended marriage 35.00

25. Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947 (as amended)(7), administering oaths to the parties and registering the marriage 75.00

26. Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist 35.00

27. Transmitting a record of a marriage under 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 20.00

(7) 1892 c. 23, 1934 c. 13, 1947 c. 33, 1988 c. 44.

(8) S.I. 1970/1539.

28. Issuing a “certificate de coutume” for an intended marriage in accordance with the local law 35.00

29. Registering a birth or death 55.00

in addition to fee 31 where applicable.

30. Making an addition to or correction in the consular register of births, deaths or marriages at the request of the parties concerned 20.00

31. Furnishing a certified copy of an entry in the consular register of births, deaths or marriages 35.00

in addition to fee 32 or fee 29 where applicable.

PART IV SEARCHES

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 of Her Majesty’s Government in the United Kingdom 72.00

in addition to fee 31 where applicable.

33. Having a search made for, or obtaining 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 72.00

in addition to costs exceeding £5.00.

PART V ESTATES

34. Administering in full or in part, 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 45.00

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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 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 72.00 attempted service

in addition to fee 35 or 38.

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

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

during customary business hours

outside customary business hours 90.00

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

PART VIII

REPATRIATION AND FINANCIAL ASSISTANCE

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

41. Arranging for currency to be made 36.00
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

in addition to fee 35 where applicable.

PART IX

SHIPPING, SEAMEN AND KINDRED MATTERS

42. Granting or considering whether to grant 210.00
a provisional certificate of registry, whether the
owner is a private individual or body corporate

43. Receiving a return of the birth or death 30.00
of any person on board a ship and endorsing the
agreement with the crew accordingly

44. Examining or arranging for the 30.00
examination of provisions or water, payable by
the party who proves to be in default

in addition to the cost, if any, of survey.

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- 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, or to their engagement, discharge, desertion or death 40.00
- 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

(9) Cmnd. 7874.
 (10) Cmnd. 5748.
 (11) Cmnd. 7347.
 (12) 1995 c. 21.

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- (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
- (b) (b) the marking of a ship, 30.00 irrespective of the number of visits in addition to fee 35.
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EXPLANATORY NOTE

(This note is not part of the Order)

This Order revokes and replaces the Consular Fees Order 1997.

The Order sets out the fees to be charged for consular services. The overall effect is to continue the drive towards full cost recovery for fee-bearing consular services by revising charges for passport services.

Passport fees are raised from £18 to £21 (standard passport), and from £27 to £31 (48 page passport). The fee for amending an existing passport will be increased from £5 to £11. Children's passports valid for five years will be issued at a cost of £11 (just over half the charge for a ten year standard passport), in contrast to the previous practice of charging the full standard fee then renewing the fee after five years.

For all passport fees there will be an extra £10 handling charge for applications made in person in the UK or applications made abroad. This reflects the increased cost of providing such services compared to dealing with postal applications.