

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—	
(a) (a) in standard form, per copy	23.50
(b) (b) not in standard form, per 100 words—	
(i) in English	29.50
(ii) in any other language	47.00
2. Preparing or signing, or both, a declaration of existence	11.50
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. —	19.00
(1) Attesting or legalising a signature or seal except where—	
(a) (a) the signature or seal is on a certificate or survey of foreign passenger ships running to or from the United Kingdom, or	
(b) (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) (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—	35.00
(a) (a) the oath, declaration or affirmation is made under the	

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<i>Fee</i>	<i>£</i>
Merchant Shipping Act 1995 ⁽¹⁾ or in connection with the loss of a passport, or	
(b) (b) fee 17, 22, 23, 25, 34 or 35 is to be taken	
4. Supplying witnesses, for each witness	14.00
5. Initialling alterations in any document not prepared by the consular officer or marking exhibits, for each initialling or marking	7.00
6. Making or verifying (including certifying where necessary) a copy of a document—	
(a) (a) in typescript or made by photographic process outside the consular premises, for each page	23.50
(b) (b) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £17.50)	3.50
7. Uniting documents and sealing the fastening (except where fee 35 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)	14.00
8. Obtaining a legalisation or other certification from another authority upon any document in addition to costs, if any	29.50
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 ⁽²⁾ and 1913 ⁽³⁾ —for every page	41.00
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—	
(a) (a) from or into Amharic, Chinese, Japanese or Korean (three Japanese <i>Kana</i> being counted as one character when used independently)	47.00
(b) (b) from or into any other language	29.50

⁽¹⁾ 1995 c. 21.

⁽²⁾ 1890 c. 37.

⁽³⁾ 1913 c. 16.

<i>Fee</i>	<i>£</i>
except where fee 25 or 37 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	21.00

PART II

PASSPORTS, VISAS AND KINDRED MATTERS

<i>Fee</i>	<i>£</i>
12. Issuing a passport of not more than 32 pages which includes replacing an expired passport, issuing a new passport of full validity when an original passport of restricted validity is unavailable, and, for applications made in the United Kingdom only, issuing a new passport with amended personal details—	
(a) (a) for applications made by post in the United Kingdom	
(i) where the applicant is aged 16 years or over	42.00
(ii) where the applicant is under 16 years old (for a passport valid for 5 years)	25.00
(b) for applications made in person in the United Kingdom	
(i) where the applicant is aged 16 years or over using the fast-track service	70.00
(ii) where the applicant is under 16 years old (for a passport valid for 5 years) using the fast-track service	60.00
(iii) where the applicant is aged 16 years or over using the fast-track collect service	83.50
(iv) where the applicant is under 16 years old (for a passport valid for 5 years) using the fast-track collect service	70.50
(v) where the applicant is aged 16 years or over using the premium service	89.00
(vi) where the applicant is under 16 years old (for a passport valid for 5 years) using the premium service	71.00
(c) (c) for applications made abroad	

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<i>Fee</i>	<i>£</i>
(i) where the applicant is aged 16 years or over	69.00
(ii) where the applicant is under 16 years old (for a passport valid for 5 years)	45.00
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, and, for applications made in the United Kingdom only, issuing a new passport with amended personal details—	
(a) (a) for applications made by post in the United Kingdom	54.50
(b) (b) for applications made in person in the United Kingdom	
(i) using the fast-track service	71.00
(ii) using the fast-track collect service	84.50
(iii) using the premium service	95.50
(c) (c) for applications made abroad	82.00
14. Issuing a collective passport—	
(a) (a) for applications made by post in the United Kingdom	39.00
(b) (b) for applications made in person in the United Kingdom	54.00
15. Amending or extending an existing passport where the application is made abroad	57.00
16. —	30.00
(1) Receiving an application for entry clearance (other than for the United Kingdom or for the Crown Dependencies)	
(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 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)	41.00

<i>Fee</i>	<i>£</i>
(3) Preparing or forwarding, or both, an application for registration or naturalisation to the Home Office	41.00
17. —	43.50
(1) Issuing and, where required, preparing an Emergency Passport or other document not otherwise provided for in lieu of a passport	
(2) Issuing a Temporary Passport valid for not more than one year	55.00
18. —	
(1) Receiving, outside the United Kingdom, an application for	
(a) (a) a visa for passing through the United Kingdom without entering it	30.00 30.00
(b) entry clearance for passing through the United Kingdom	
(c) entry clearance	
(i) as a visitor, in each case for single, double and multiple entries valid for up to six months from the date of issue	50.00
(ii) for settlement	260.00
(iii) for marriage	260.00
(iv) for any purpose other than those listed in paragraphs (a) and (b) and subparagraphs (i), (ii) and (iii) listed above	85.00
(d) (d) a certificate of entitlement to the right of abode	85.00
(2) The fees prescribed in paragraph (1) apply in relation to entry clearance for the Crown Dependencies as they apply in relation to entry clearances for the United Kingdom	
(3) Receiving in the United Kingdom an application made in the United Kingdom for a certificate of entitlement to the right of abode	20.00
19. 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	41.00
except where fee 21 is to be taken	
20. Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of a dependency of the United Kingdom	41.00

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except where fee 21 is to be taken	
21. Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book	41.00
in addition to fee 16 where applicable	

PART III

Marriages, Births and Deaths

<i>Fee</i>	<i>£</i>
22. Receiving notice of an intended marriage	41.00
23. Solemnising or attending a marriage under the Foreign Marriage Acts 1892(4) and 1947(5), administering oaths to the parties and registering the marriage	88.00
24. Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist	41.00
25. 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(6), including the provision of any necessary certification	23.50
26. Issuing a "certificate de coutume" for an intended marriage in accordance with the local law	41.00
27. Registering a birth or death	64.50
in addition to fee 29 where applicable	
28. Making an addition to or correction in the consular register of births, deaths or marriages at the request of the parties concerned	23.50
29. Furnishing a certified copy of an entry in the consular register of births, deaths or marriages	41.00
in addition to fee 30 or fee 27 where applicable	

(4) 1892 c. 23.

(5) 1947 c. 33.

(6) S.I.1970/1539.

PART IV

Searches

<i>Fee</i>	<i>£</i>
30. Making a search in—	
(a) (a) the consular registers of births, deaths or marriages where the number or date of entry is not provided	41.00
(b) (b) the records of the United Kingdom Passport Agency where the request originates in the United Kingdom	10.00
(c) (c) any other records or archives of Her Majesty’s Government in the United Kingdom	72.00
in addition to fee 29 where applicable	
31. Having a search made for, or obtaining copies of, or both, entries in the local registers or records not kept by a consular officer—	84.50
for an entry in a local register of births, deaths or marriages or for any other document in addition to costs exceeding £5.00	

PART V

Estates

<i>Fee</i>	<i>£</i>
32. 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 employed and the matters or things to be done by the consular officer are nominal, of	53.00

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PART VI

Attendances

<i>Fee</i>	<i>£</i>
33. Attending (except in connection with 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) (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	84.50
(b) (b) at the consular premises or elsewhere outside customary business hours	84.50
with a maximum in any one period of 24 hours for each consular officer of	610.00

PART VII

Matters Relating to Legal Proceedings

<i>Fee</i>	<i>£</i>
34. Presiding at the taking of evidence under a commission or order from a Court, including any matter or thing done by the consular officer as examiner—	
(a) (a) for the first two hours or less on the first day	168.50
(b) (b) for each additional hour or less	84.50
35. Providing evidence of service or attempted service	84.50
in addition to fee 33 or 36	
36. Providing the services of a consular officer or consular employee—	
(a) (a) to assist the consular officer in the taking of evidence under a commission or order from a Court, for each such person—	

<i>Fee</i>	<i>£</i>
for each hour or less	84.50
(b) (b) to effect or endeavour to effect service of a document, for each hour or shorter period elsewhere than at the consular premises—	
during customary business hours	84.50
outside customary business hours	105.50
37. 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	84.50

PART VIII

Repatriation and Financial Assistance

<i>Fee</i>	<i>£</i>
38. Arranging the repatriation of a person or a group of persons of the same family and travelling together	84.50
39. 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 in addition to fee 33 where applicable	42.50

PART IX

Shipping, Seamen and Kindred Matters

<i>Fee</i>	<i>£</i>
40. Granting or considering whether to grant a provisional certificate of registry, whether the owner is a private individual or body corporate	246.00
41. Receiving a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly	35.50
42. Examining or arranging for the examination of provisions or water, payable by the party who proves to be in default in addition to the cost, if any, of survey	35.50

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43. Noting a marine protest and furnishing one certified copy if required	29.50
for every further copy	29.50
44. Extending a marine protest, filing the original and furnishing one certified copy if required—	
(a) (a) for any number of words up to 200, excluding the declaratory clause	70.50
(b) (b) for every subsequent 100 words or less	29.50
in addition to fees 1 and 3 where applicable	
45. Making a request, or issuing or arranging for the issue of a document, in connection with a survey of a ship—	
(a) (a) for the purposes of the International Convention for the Safety of Life at Sea 1974 (SOLAS) or of the International Convention for the Prevention of Pollution from Ships 1973 as modified by its Protocol of 1978 (MARPOL)	47.00
(b) (b) for any other purpose	84.50
in addition to fee 6 where applicable	
46. Issuing a bill of health	29.50
47. 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	47.00
except where—	
(a) (a) fee 41 is taken in addition to fee 33, or	
(b) (b) a death inquiry is held under section 271 of the Merchant Shipping Act 1995(7)	
48. Signing and, if required, sealing any documents at the request of the master of the ship	47.00
except where—	

(7) 1995 c. 21.

<i>Fee</i>	<i>£</i>
(a) (a) this is required under the Merchant Shipping Act 1995, or	
(b) (b) fee 47 is taken	
49. Inspecting—	
(a) (a) a ship's papers when required to enable a consular officer to do any matter or thing in respect of a ship	35.00
except where fee 47 is taken in addition to fee 33	
(b) (b) the marking of a ship, irrespective of the number of visits	35.00
in addition to fee 33	
