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STATUTORY INSTRUMENTS

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**1987 No. 1264**

**DIPLOMATIC SERVICE**

**The Consular Fees Order 1987**

*Made*        -        -        -        -        21st July 1987

*Coming into force*        -        -        1st September 1987

At the Court at Buckingham Palace, the 21st day of July 1987

Present,

The Queen's Most Excellent Majesty in Council

Her Majesty, in exercise of the powers conferred upon Her by section 1(1) of the Consular Fees Act 1980<sup>(1)</sup> or otherwise enabling Her in that behalf, is pleased, by and with the advice of Her Privy Council, to order, and it is hereby ordered, as follows:

1. This Order shall come into force on 1st September 1987 and may be cited as the Consular Fees Order 1987.

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 employed in the administrative or technical service of the consular post or diplomatic mission;
- (c) “consular premises” means the buildings 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).

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

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(1) 1980 c. 23.

(2) 1892 c. 23.

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

4. The following Orders are revoked:

The Consular Fees Order 1983<sup>(4)</sup>

The Consular Fees (Amendment) Order 1984<sup>(5)</sup>

The Consular Fees (Amendment No. 2) Order 1984<sup>(6)</sup>

The Consular Fees (Amendment No. 3) Order 1984<sup>(7)</sup>

The Consular Fees (Amendment) Order 1985<sup>(8)</sup>

The Consular Fees (Amendment) Order 1986<sup>(9)</sup>

G.I. de Deney  
Clerk of the Privy Council

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(3) [1906 c. 40.](#)  
(4) [S.I.1983/1518.](#)  
(5) [S.I. 1984/1155.](#)  
(6) [S.I. 1984/1819.](#)  
(7) [S.I. 1984/1979.](#)  
(8) [S.I. 1985/1984.](#)  
(9) [S.I. 1986/1881.](#)

## SCHEDULE

### TABLE OF CONSULAR FEES

#### PART I

##### NOTARIAL AND KINDRED MATTERS

Fee	£
1	<p>Preparing any certificate, declaration or document not otherwise provided for—</p> <p>(a) (a) in standard form, per copy ... .. 15.00</p> <p>(b) (b) not in standard form, per 100 words:</p> <p>(i) in English ... .. 15.00</p> <p>(ii) in any other other language ... .. 25.00</p>
2	<p>Preparing or signing, or both, a declaration of existence ... .. 15.00</p> <p>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</p>
3	<p>(i) (i) Attesting or legalising a signature or seal ... .. 5.00</p> <p>except where—</p> <p>(a) the signature or seal is on a certificate or survey of foreign passenger ships running to or from the United Kingdom, or</p>

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Fee	£
(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	
(ii) (ii) Administering an oath or receiving a declaration or affirmation ... .. except where—	10.00
(a) the oath, declaration	

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Fee	£
	or affirmation is made under the Merchant Shipping Acts or in connection with the loss of a passport, or (b) fee 21, 26, 27, 29, 38 or 39 is to be taken
4	Supplying witnesses, for each witness ... .. 10.00
5	Initialling alterations in any document not prepared by the consular officer or marking exhibits, for each initialling or marking ... .. 1.00
6	Making or verifying (including certifying where necessary) a copy of a document— (a) (a) in typescript 15.00 or made by photographic process outside the consular premises, for each page ... .. (b) (b) by 1.00 photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £10) ... ..
7	Uniting documents and sealing the fastening (except where fee 39 is applicable), or affixing a photograph to a document not prepared by the consular officer and if necessary 5.00

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Fee	£
	certifying it (except where fee 19 is applicable) ... ..
8	Obtaining a legalisation or other certification from another authority upon any document in addition to costs, if any 10.00
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(10) and 1913(11)—for every page ... .. 5.00
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) ... .. 25.00 (b) (b) from or into any other language 15.00 except where fee 29 or 41 is to be taken
11	Translating and interpreting <i>viva voce</i> (except when necessary for the performance of official duties) — 10.00 for every 15 minutes ... ..

(10) 1890 c. 37.

(11) 1913 c. 16.

## PART II

### PASSPORTS, VISAS AND KINDRED MATTERS

12	Issuing a passport of not more than 32 pages ... .. except where fee 15(a) is applicable	15.00
13	Issuing a passport of 94 pages except where fee 15(b) is applicable	30.00
14	Issuing a British Visitor's passport ... .. except where fee 15(c) is applicable	7.50
15	Issuing a passport which includes the particulars of a spouse:  (a) (a) a passport of not more than 32 pages ... ..  (b) (b) a passport of 94 pages ... ..  (c) (c) a British Visitor's passport	22.50 45.00 11.25
16	Issuing a collective passport	30.00
17	Amending an existing passport by adding the particulars of a child or children ... ..	4.00
18	Amending an existing passport by amending the holder's name at the request of the holder	3.00
19	Amending an existing passport by adding a fresh photograph or amending the holder's description, except where the holder was under 16 years of age at the date of issue ... ..	3.00
19A	Issuing an excursion document for travel to France ... ..	2.00
20	(a) (a) Issuing:  (i) entry clearance (other than for the United Kingdom or a dependency of the United Kingdom)	10.00

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- (ii) entry clearance for a 5.00  
dependency of the United  
Kingdom when the  
application was referred  
to the dependency ... ..

in addition to Fee 22

- (b) (b) Preparing or 5.00  
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,  
identity card or  
application for  
registration or  
naturalisation or  
forwarding any  
other certificate or  
document (except a  
Home Office travel  
document) ... ..

21 Issuing and, where required, 5.00  
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 ... ..

22 (a) (a) Receiving 50.00  
an application outside  
the United Kingdom  
for an entry  
clearance, certificate  
of entitlement to the  
right of abode or,

if the application  
is granted, a  
confirmation of the  
right of abode ... ..

unless

- (b) (b) the applicant 20.00  
seeks entry clearance  
for employment or  
self-employment for  
a period of six  
months or less,  
or as a returning  
resident, visitor,  
student, passenger  
in transit, “au  
pair” or for a  
working holiday, in  
which case, if  
the application is  
granted, the fee is

or, for multiple entries ... .. 40.00

or such sums, (being the  
equivalent of fees charged by  
the authorities of 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

- 23                   Renewing a Travel Certificate, 10.00  
a certificate of identity or  
other travel document on behalf  
of a Commonwealth country  
or of a dependency of a  
Commonwealth country ... ..  
except where fee 25 is to  
be taken

- 24                   Renewing a Travel Certificate, 10.00  
a certificate of identity or other  
travel document on behalf of  
a dependency of the United  
Kingdom ... ..  
except where fee 25 is to  
be taken

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25	Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book ... .. in addition to fee 20 where applicable	5.00
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### PART III

#### MARRIAGES, BIRTHS AND DEATHS

26	Receiving notice of an intended marriage ... ..	15.00
27	Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947 <sup>(12)</sup> , administering oaths to the parties and registering the marriage ... ..	40.00
28	Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist ... ..	15.00
29	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 <sup>(13)</sup> , including the provision of any necessary certification ... ..	20.00
30	Issuing a "certificate de coutume" for an intended marriage in accordance with the local law ... ..	15.00
31	Registering a birth or death	15.00
32	Making an addition to or correction in the consular register of births, deaths or marriages at the request of the parties concerned ... ..	15.00

<sup>(12)</sup> 1892 c.  
<sup>(13)</sup> S.I.

23,

1934

c.

13,  
1970/1539.

1947

33	Furnishing a certified copy of an entry in the consular register of births, deaths or marriages ... ..  in addition to fee 34 where applicable	10.00
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## PART IV

### SEARCHES

34	Making a search in—  (a) (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  in addition to fee 33 where applicable	10.00    15.00
35	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  for any other document ... ..  in addition to costs exceeding £1.00	20.00  20.00

## PART V

### ESTATES

36	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	2% rounded upwards to the nearest 10.00
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proceeds thereof, excepting the wages and personal effects of a seaman and except where the gross current market value is less than £1000, on the amount of the gross current market value ... ..

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 ... .. 25.00

## PART VI

### ATTENDANCES

37

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 during customary business hours for the purpose of supervising an examination ... .. 10.00

except that where two or more persons are sitting examinations at the same time the fee may be apportioned between them

- (b) (b) during customary business hours but elsewhere than at the consular premises ... .. 35.00

- (c) (c) outside customary business hours—

at the consular premises or residence ... .. 40.00

elsewhere ... .. 65.00

with—

(i) a maximum in any one 200.00  
period of 24 hours of

(ii) an increase of one- 300.00  
half where the consular  
officer is accompanied  
away from the consular  
premises by another  
consular officer or a  
consular employee with a  
maximum in this event of

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## PART VII

### MATTERS RELATING TO LEGAL PROCEEDINGS

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38	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 100.00 hours or less on the first day ... ..  (b) (b) for the first 65.00 two hours or less on each subsequent day  (c) (c) for each 35.00 additional hour on any day ... ..
39	Providing evidence of service 25.00 or attempted service ... .. in addition to fee 37 or 40
40	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

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	Court, for each such person—	
	for each sitting of two hours or less ... ..	25.00
	for each additional hour at each sitting ... ..	10.00
	(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 ... ..	25.00
	outside customary business hours ... ..	40.00
41	Forwarding a request to a local authority for the taking of evidence or the service of a document and, where necessary, certifying the accuracy of a translation accompanying the document	25.00

## PART VIII

### REPATRIATION AND FINANCIAL ASSISTANCE

42	Arranging the repatriation of a person or a group of persons of the same family and travelling together ... ..	30.00
43	Advancing currency to a traveller on 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 ... ..	15.00
	in addition to fee 37 where applicable	

## PART IX

## SHIPPING, SEAMEN AND KINDRED MATTERS

44	Receiving or recording a declaration under Part I of the Merchant Shipping Act 1894(14) with a view to the registry, transfer and transmission of ships, interests in ships, or mortgages of ships	30.00
45	Endorsing a memorandum of change of master upon the certificate of registry and initialling, where required, the new master's signature on the agreement with the crew ... ..	15.00
46	Granting a provisional certificate of registry ... .. in addition to fee 44 where applicable	70.00
47	Recording a mortgage of a ship or of shares in a ship ... ..	70.00
48	Recording the transfer of a mortgage of a ship or of shares in a ship ... ..	70.00
49	Recording the discharge of a mortgage of a ship or of shares in a ship ... ..	70.00
50	Making an interposition in the sale of a ship or of shares in a ship ... ..	70.00
51	Receiving a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly ... ..	10.00
52	Certifying a form of claim for wages and other matters, if any, of a deceased seaman or apprentice ... ..	15.00
53	Examining or arranging for the examination of provisions or water, payable by the party who proves to be in default	35.00

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	in addition to the cost, if any, of survey	
54	Preparing and attesting a salvage bond executed in pursuance of section 560(1) of the Merchant Shipping Act 1894, payable by the master or owner of the property salvaged	150.00
55	Noting a marine protest and furnishing one certified copy if required ... ..	25.00
	for every further copy ... ..	15.00
56	Extending a marine protest, filing the original and furnishing one certified copy if required—	
	for any number of words up to 200, excluding the declaratory clause ... ..	70.00
	for every subsequent 100 words or less ... ..	15.00
	in addition to fees 1 and 3 where applicable	
57	Filing a request for survey and issuing an order of survey ... ..	35.00
58	Receiving a report of a survey, filing the original and furnishing one certified copy, if required, of the request, order and report of survey—	
	for any number of words up to 200, excluding the words in the consular certificate ... ..	70.00
	for every subsequent 100 words or less ... ..	15.00
59	Issuing a bill of health ... ..	25.00
60	Addressing at the request of the master an application to local authorities for the arrest, imprisonment or release of seamen or apprentices— for each seaman or apprentice ... ..	25.00
61	Granting such certificate as to the number of the crew	25.00

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	and other matters as may be required by local authorities for the clearance inwards and outwards of a ship ... ..	
	in addition to fee 72 or 65 where applicable	
62	Drawing up, in the form and language required by local authorities, a muster-roll or detailed list giving the names and other details of each member of the crew ... ..	15.00
	in addition to fee 61 unless a certificate in the form of a muster-roll or list is required for the clearance of the vessel	
63	Signing and, if required, sealing the original of a ship's manifest and signing any copies on the same occasion ... ..	20.00
64	Signing and, if required, sealing any entry in the official log-book of a ship where such entry is not required under the Merchant Shipping Acts ... ..	15.00
65	Inspecting a ship's papers when required to enable a consular officer to do any matter or thing in respect of a ship ... ..	15.00
	except where—	
	(a) the papers are already in the custody of the consular officer and fee 72 has been taken, or	
	(b) the master opens a new agreement at the consular premises	
66	Inspecting the marking of a ship, irrespective of the number of visits ... ..	15.00
	in addition to fee 37	
67	Making a request for survey and arranging for the issue of a certificate in accordance with	15.00

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the International Convention  
for the Safety of Life at Sea  
1974(15) ... ..

*The following fees are to be levied only in respect of British ships not registered in the United Kingdom:—*

- 68 Sanctioning the engagement of  
seamen—  
for each seaman ... .. 10.00  
with—  
(a) a maximum where  
a crew or part of a  
crew transfer from  
one British ship to  
another, or  
(b) a maximum in  
respect of each  
ship where crews  
or parts of crews  
transfer between  
British ships,  
of ... .. 150.00  
in addition to fee 73 or 65  
where applicable
- 69 Attesting alterations in the  
agreement with the crew—  
for each alteration in 10.00  
respect of each seaman  
concerned ... ..  
with a maximum on each 150.00  
separate occasion of ... ..
- 70 Sanctioning the discharge of  
seamen or leaving behind of  
seamen and apprentices—  
for each seaman or 10.00  
apprentice ... ..  
with—  
(a) a maximum where  
a crew or part of a  
crew transfer from  
one British ship to  
another, or  
(b) a maximum in  
respect of each  
ship where crews  
or parts of crews

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	transfer between British ships, of ... .. 150.00	
	except where an apprentice— (a) is transferred whilst overseas from one ship to another, or (b) having come to the end of his indentures, signs on as a seaman in addition to fee 65 where applicable	
71	Certifying desertions of seamen and apprentices— for each seaman or apprentice ... ..	10.00
72	Taking custody of a ship's papers, and making any necessary endorsements thereon, and giving the certificate required by section 257(2) of the Merchant Shipping Act 1894 ... ..	15.00
73	Preparing a fresh agreement with the crew when a new agreement is opened at a foreign port and furnishing the copy which must be made accessible to the crew— for each seaman ... .. with a minimum of ... .. and a maximum of ... .. in addition to fee 68	10.00 70.00 150.00

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## EXPLANATORY NOTE

*(This note is not part of the Order)*

This Order revokes and replaces the Consular Fees Order 1983 and subsequent amending Orders. It increases most of the consular fees by amounts that are intended to reflect, as far as possible, the cost

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of providing the services. The average increase is approximately 70%. It makes a few amendments to the services for which fees are charged. In particular, some changes have been made to fees 20 and 22 (entry clearance and other documents) and a change has been made to the way that fee 3 (oaths, affirmations, legalisation) is calculated.