STATUTORY INSTRUMENTS

1976 No. 215

DIPLOMATIC SERVICE

The Consular Fees Order 1976

Made - - - - 18*th February* 1976
Coming into Operation 15*th March* 1976

At the Court at Buckingham Palace, the 18th day of February 1976

Present,

The Queen's Most Excellent Majesty in Council

Her Majesty, by virtue and in exercise of the powers in that behalf by section 2(1) of the Consular Salaries and Fees Act 1891(**a**) and section 8(1) of the Fees (Increase) Act 1923(**b**) or otherwise in Her Majesty vested, 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 operation on 15th March 1976 and may be cited as the Consular Fees Order 1976.

2.—(1) The Interpretation Act 1889(**c**) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament and as if this Order and the Orders hereby revoked were Acts of Parliament.

(2) In this Order " consular officer " has the same meaning as in section 3 of the Consular Salaries and Fees Act 1891, read with section 13(4) of the Consular Relations Act 1968(**d**).

(3) In this Order " consular employee " and " consular premises " have the same meanings as in Article 1 of Schedule 1 to the Consular Relations Act 1968.

3. The several fees set forth in the table in the Schedule annexed to this Order are hereby established to be levied by consular officers, by public officers in Great Britain acting under the authority of a Secretary of State, and by marriage officers under the Foreign Marriage Act 1892(**e**) and the Marriage with Foreigners Act 1906(**f**) in the execution of their duties, and the said table shall be construed as part of the Order.

4. The following Orders in Council are hereby revoked:—

The Consular Fees Order 1971(**g**)
The Consular Fees (Amendment) Order 1973(**h**)
The Consular Fees (Amendment) (No. 2) Order 1973(**i**)
The Consular Fees (Amendment) Order 1975(**j**)
The Consular Fees (Amendment) (No. 2) Order 1975(**k**).

N. E. Leigh.

(**a**) 1891 c. 36. (**b**) 1923 c. 4. (**c**) 1889 c. 63. (**d**) 1968 c. 18. (**e**) 1892 c. 23.
(**f**) 1906 c. 40. (**g**) S.I. 1971/211 (1971 I, p. 601).
(**h**) S.I. 1973/597 (1973 I, p. 1907). (**i**) S.I. 1973/1082 (1973 II, p. 3320).
(**j**) S.I. 1975/806 (1975 II, p. 2887). (**k**) S.I. 1975/2161 (1975 III, p. 7997).

SCHEDULE

TABLE OF CONSULAR FEES

PART I

NOTARIAL AND KINDRED MATTERS

Fee		£
1	Preparing any certificate, declaration or document not otherwise provided for—	
	(*a*) in standard form, per copy	4·00
	(*b*) not in standard form, per 100 words:	
	(i) in English	4·00
	(ii) in any other language	6·00
2	Preparing or signing, or both, a declaration of existence ... except in connexion with pay or pensions payable by a department of the Government of the United Kingdom or of any other Government within the Commonwealth	3·00
3	Administering an oath or receiving a declaration or affirmation or attesting or legalising a signature or seal ... ... except where—	3·00
	(*a*) the oath, declaration or affirmation is made under the Merchant Shipping Acts or in connexion with the loss of a passport, or	
	(*b*) fee 20, 25, 26, 28, 37 or 38 is to be taken, or	
	(*c*) the signature or seal is on a certificate or survey of foreign passenger ships running to or from the United Kingdom, or	
	(*d*) 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	
	(*e*) the signature or seal is in connexion 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	
	When an oath of allegiance is taken on the form set out in the Thirteenth Schedule to the British Nationality Regulations 1975(a) at the same time as a declaration is made under those Regulations, the fee shall be charged once only	
4	Supplying witnesses, for each witness	2·00
5	Initialling alterations in any document not prepared by the consular officer or marking exhibits, for each initialling or marking	0·50
6	Making or verifying (including certifying where necessary) a copy of a document—	
	(*a*) in typescript or made by photographic process outside the consular premises, for every 100 words	3·00
	(*b*) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £2·00)	0·50
	(*c*) by photographic process, copies of treaty texts, for each paper (with minimum charge of £1·00)	0·10
7	Uniting documents and sealing the fastening ... ... except where fee 38 is to be taken	1·50
8	Obtaining a legalisation or other certification from another authority upon any document ... ... in addition to costs, if any	2·00

(a) S.I. 1975/225 (1975 I, p. 573).

Fee		£
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(a) and 1913(b)— for every page	1·00
10	Making or verifying (including certifying where necessary) a translation in writing of a document or part of document, for each 100 words or characters (or part thereof) in the foreign language—	
	(*a*) from or into Amharic, Chinese, Japanese or Korean (three Japanese *Kana* being counted as one character when used independently)	8·00
	(*b*) from or into any other language ... ... except where fee 28 or 40 is to be taken	4·00
11	Translating and interpreting *viva voce* (except when necessary for the performance of official duties)— for every 15 minutes	2·50
	PART II	
	PASSPORTS, VISAS AND KINDRED MATTERS	
12	Issuing a passport of not more than 32 pages except where fee 13 is to be taken	8·00
12A	Issuing a passport of 94 pages	16·00
13	Issuing an additional passport of not more than 32 pages of restricted validity ... ... except in replacement of a passport lost or temporarily unavailable	4·00
14	Issuing a British Visitor's passport	4·00
15	Issuing a collective passport	8·00
16	Renewing a passport issued before the introduction of passports of 10 years validity at the office of issue, a certificate of identity or other travel document ... ... except where fee 17, 23 or 24 is to be taken	4·00
17	Extending for the first time the validity of an additional passport except of one in replacement of a passport lost or temporarily unavailable	4·00
18	Amending an existing passport in one of the following ways—	
	(*a*) adding the particulars of a child or children	
	(*b*) amending the holder's name at the request of the holder	
	(*c*) adding a fresh photograph or amending the holder's description, except where the holder is under 21 years of age	2·00
19	Making or forwarding, or both, a request or recommendation to an authority of Her Majesty's Government in the United Kingdom, or of a foreign State or Commonwealth country, Colony, Protectorate, Protected State or Trust Territory for the issue or renewal of—	
	(*a*) a visa or entry permit (except a visa or entry certificate for the United Kingdom)	1·00
	(*b*) any certificate or document (except a Home Office travel document) or any application for registration or naturalization ... ... in addition to costs, if any	2·00

(a) 1890 c. 37. (b) 1913 c. 16.

Fee		£
20	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	2·00
21	Granting a visa or entry permit—	
	for an ordinary visa or entry permit	3·00
	for a transit visa or permit	1·00
	or for any visa or entry permit such sums, being the equivalents of fees charged by the authorities of any State for granting a visa or entry permit to a citizen of the United Kingdom and Colonies, as the Secretary of State, with the consent of the Treasury, directs to be taken for granting a visa or entry permit to a national or citizen of that State	
	except where a United Kingdom visa is issued on a foreign passport held by a British subject	
22	Issuing a Travel Certificate on behalf of Nigeria, Ghana, or The Gambia	3·00
23	Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of—	
	(*a*) Nigeria, Ghana or The Gambia	2·00
	(*b*) Hong Kong	4·00
	except where fee 24 is to be taken	
24	Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book	1·00
	in addition to fee 19 where applicable	
	PART III	
	MARRIAGES, BIRTHS AND DEATHS	
25	Receiving notice of an intended marriage	4·00
26	Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947(**a**), administering oaths to the parties and registering the marriage	12·00
27	Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist	4·00
28	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(**b**), including the provision of any necessary certification	6·00
29	Issuing a " certificat de coutume " for an intended marriage in accordance with the local law	4·00
30	Registering a birth or death or making an addition to or correction in the register at the request of the parties concerned	3·00
31	Referring an application for registration of a birth (or births) where the permission of the Secretary of State is required ...	4·00
	in addition to fees 30 and 32 where applicable	
32	Furnishing a certified copy of an entry in the consular register of births, deaths or marriages—	
	(*a*) at the time of registration	1·00
	(*b*) subsequently	2·00
	in addition to fee 33 where applicable	

(**a**) 1892 c. 23; 1934 c. 13; 1947 c. 33. (**b**) S.I. 1970/1539 (1970 III, p. 5299).

Fee		£
	PART IV	
	SEARCHES	
33	Making a search in	
	(*a*) the consular registers of births, deaths or marriages where the number or date of entry is not provided	1·00
	(*b*) any other records or archives of Her Majesty's Government in addition to fee 32 where applicable	3·00
34	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	5·00
	for any other document ... ... in addition to costs exceeding £1·00	5·00
	PART V	
	ESTATES	
35	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, other than the wages and personal effects of a seaman—	
	on the amount up to £2,000, if over £30, of the gross current market value	2% rounded upwards to the nearest £1·00
	on the amount over £2,000	1% rounded upwards to the nearest £1·00
	with a minimum, to be taken also where a local lawyer is employed and the matters or things to be done by the consular officer are nominal, of	10·00
	PART VI	
	ATTENDANCES	
36	Attending (except in connexion with commercial enquiries) for each hour or lesser period, including the time taken in proceeding from a reasonable point of departure and in returning to a reasonable point—	
	during customary business hours but elsewhere than at the consular premises	10·00
	outside customary business hours—	
	at the consular residence	12·00
	elsewhere	20·00
	with—	
	(*a*) a maximum in any period of 24 hours of	60·00
	(*b*) an increase of one-half where the consular officer is accompanied away from the consular premises or residence by another consular officer or a consular employee with a maximum in this event of	90·00

Fee		£
	PART VII	
	MATTERS RELATING TO LEGAL PROCEEDINGS	
37	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*) for the first two hours or less on the first day	30·00
	(*b*) for the first two hours or less on each subsequent day ...	20·00
	(*c*) for each additional hour on any day	10·00
38	Providing evidence of service or attempted service in addition to fee 36 or 39.	6·00
39	Providing the services of a consular 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 sitting of two hours or less	6·00
	for each additional hour at each sitting	2·00
	(*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	6·00
	outside customary business hours	10·00
40	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	6·00
	PART VIII	
	REPATRIATION	
41	Arranging the repatriation of a person or a group of persons of the same family and travelling together	12·00
	PART IX	
	SHIPPING, SEAMEN AND KINDRED MATTERS	
42	Receiving or recording a declaration under Part I of the Merchant Shipping Act 1894(a) with a view to the registry, transfer and transmission of ships, interests in ships, or mortgages of ships	8·00
43	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	4·00
44	Granting a provisional certificate of registry in addition to fee 42 where applicable	21·00
45	Recording a mortgage of a ship or of shares in a ship	21·00
46	Recording the transfer of a mortgage of a ship or of shares in a ship	21·00
47	Recording the discharge of a mortgage of a ship or of shares in a ship	21·00
48	Making an interposition in the sale of a ship or of shares in a ship	21·00

(a) 1894 c. 60.

Fee		£
49	Receiving a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly...	2·00
50	Certifying a form of claim for wages and other matters, if any, of a deceased seaman or apprentice	3·00
51	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	10·00
52	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 salved	40·00
53	Noting a marine protest and furnishing one certified copy if required	8·00
	for every further copy	4·00
54	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	21·00
	for every subsequent 100 words or less ... ... in addition to fees 1 and 3 where applicable	4·00
55	Filing a request for survey and issuing an order of survey ...	10·00
56	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	21·00
	for every subsequent 100 words or less	4·00
57	Issuing a bill of health	8·00
58	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	5·00
59	Granting such certificates as to the number of the crew and other matters as may be required by local authorities for the clearance inwards and outwards of a ship ... ... in addition to fee 70 or 63 where applicable	6·00
60	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 ... ... in addition to fee 59 unless a certificate in the form of a muster-roll or list is required for the clearance of the vessel	4·00
61	Signing and, if required, sealing the original of a ship's manifest and signing any copies on the same occasion	5·00
62	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	3·00
63	Inspecting a ship's papers when required to enable a consular officer to do any matter or thing in respect of a ship ... ... except where—	4·00
	(*a*) the papers are already in the custody of the consular officer and fee 70 has been taken, or	
	(*b*) the master opens a new agreement at the consular premises	

Fee		£
64	Inspecting the marking of a ship, irrespective of the number of visits ... ... in addition to fee 36	4·00
65	Making a request for survey and arranging for the issue of a certificate in accordance with the International Convention for the Safety of Life at Sea 1960(a)	4·00

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

66	Sanctioning the engagement of seamen—	
	for each seaman	2·00
	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	40·00
	in addition to fee 71 or 63 where applicable	
67	Attesting alterations in the agreement with the crew—	
	for each alteration in respect of each seaman concerned ...	2·00
	with a maximum on each separate occasion of...	40·00
68	Sanctioning the discharge of seamen or leaving behind of seamen and apprentices—	
	for each seaman or apprentice	2·00
	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	40·00
	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 63 where applicable	
69	Certifying desertions of seamen and apprentices—	
	for each seaman or apprentice	2·00
70	Taking custody of a ship's papers, making any necessary endorsements thereon, and giving the certificate required by section 257(2) of the Merchant Shipping Act 1894	4·00
71	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	2·00
	with a minimum of	20·00
	and a maximum of	40·00
	in addition to fee 66	

EXPLANATORY NOTE

(This Note is part of the Order.)

This Order revokes and replaces the Consular Fees Order 1971 and subsequent amending Orders. It increases all consular fees and makes a few minor amendments to the services for which fees are charged.

(a) Cmnd. 2812

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