STATUTORY INSTRUMENTS

1983 No. 1518

DIPLOMATIC SERVICE

The Consular Fees Order 1983

Made - - - -	19*th October* 1983
Coming into Operation	14*th November* 1983

At the Court at Buckingham Palace, the 19th day of October 1983

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(**a**) 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 operation on 14th November 1983 and may be cited as the Consular Fees Order 1983.

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.

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

4. The Consular Fees Order 1981(**d**) is revoked.

N. E. Leigh,
Clerk of the Privy Council.

(**a**) 1980 c. 23.
(**b**) 1892 c. 23.
(**c**) 1906 c. 40.
(**d**) S.I. 1981/419.

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	9·00
	(b) not in standard form, per 100 words:	
	(i) in English	9·00
	(ii) in any other language	13·50
2	Preparing or signing, or both, a declaration of existence 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	8·00
3	Administering an oath or receiving a declaration or affirmation or attesting or legalising a signature or seal	5·00
	except where—	
	(a) the oath, declaration 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, 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 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	
4	Supplying witnesses, for each witness	4·50
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	7·50
	(b) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £4·50)	0·50
	(c) by photographic process, copies of treaty texts, for each page (with a minimum charge of £1·50)	0·20
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 certifying it (except where fee 19 is applicable)	3·00

Fee		£
8	Obtaining a legalisation or other certification from another authority upon any document ..... in addition to costs, if any	4·50
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(**a**) and 1913(**b**)— for every page	3·00
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) from or into Amharic, Chinese, Japanese or Korean (three Japanese *Kana* being counted as one character when used independently)	16·00
	(b) from or into any other language ..... except where fee 29 or 41 is to be taken	9·00
11	Translating and interpreting *viva voce* (except when necessary for the performance of offical duties)— for every 15 minutes	6·00

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 passport of not more than 32 pages	22·50
	(b) a passport of 94 pages	45·00
	(c) a British Visitor's passport	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

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

Fee	£
20 Making or forwarding, or both, a request or recommendation to, or issuing any certificate, declaration, or document which may be required by, an authority of Her Majesty's Government in the United Kingdom, a dependency of the United Kingdom, or any other country or territory for or in connection with the issue or renewal of:—	
(a) a visa or entry permit (except a visa or entry certificate for the United Kingdom)	3·00
(b) a residence permit, identity card, application for registration or naturalisation or any other certificate or document (except a Home Office travel document)	4·50
in addition to costs, if any	
21 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	4·50
22 Granting a visa or entry permit—	
for an ordinary visa or entry permit	6·00
for a transit visa or permit	5·00
for a multiple entry visa or permit	12·00
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 British citizen, 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 person who is a British citizen, British Dependent Territories citizen, British Overseas citizen, or British Protected person	
23 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	8·00
except where fee 25 is to be taken	
24 Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of a dependency of the United Kingdom	8·00
except where fee 25 is to be taken	
25 Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book—	
(a) on behalf of Hong Kong	5·50
(b) otherwise	2·50
in addition to fee 20 where applicable	

PART III

MARRIAGES, BIRTHS AND DEATHS

26 Receiving notice of an intended marriage	8·00

Fee		£
27	Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947(a), administering oaths to the parties and registering the marriage	25·00
28	Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist	8·00
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(b), including the provision of any necessary certification	12·00
30	Issuing a "certificate de coutume" for an intended marriage in accordance with the local law	8·00
31	Registering a birth or death	7·00
32	Making an addition to or correction in the consular register of births, deaths or marriages at the request of the parties concerned	7·00
33	Furnishing a certified copy of an entry in the consular register of births, deaths or marriages—	
	(a) at the time of registration	3·00
	(b) subsequently	4·50
	in addition to fee 34 where applicable	

PART IV

SEARCHES

34	Making a search in—	
	(a) the consular registers of births, deaths or marriages where the number or date of entry is not provided	3·00
	(b) any other records or archives of Her Majesty's Government in the United Kingdom	7·00
	in addition to fee 33 where applicable	
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	11·00
	for any other document	11·00
	in addition to costs exceeding £1·00	

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) 1892 c. 23, 1934 c. 13, 1947 c. 33.
(b) S.I. 1970/1539.

Fee		£
	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 £750, on the amount of the gross current market value	2% rounded upwards to the nearest £1·00
	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	15·00

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) at the consular premises during customary business hours for the purpose of supervising an examination	4·50
	except that where two or more persons are sitting examinations at the same time the fee may be apportioned between them	
	(b) during customary business hours but elsewhere than at the consular premises	22·00
	(c) outside customary business hours—	
	at the consular premises or residence	25·00
	elsewhere	40·00
	with—	
	(i) a maximum in any one period of 24 hours of	120·00
	(ii) an increase of one-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	180·00

PART VII

MATTERS RELATING TO LEGAL PROCEEDINGS

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) for the first two hours or less on the first day	60·00
	(b) for the first two hours or less on each subsequent day	42·00
	(c) for each additional hour on any day	21·00
39	Providing evidence of service or attempted service in addition to fee 37 or 40	14·00
40	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	14·00
	for each additional hour at each sitting	4·50

Fee		£
	(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	14·00
	outside customary business hours	23·00
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	14·00

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(a) with a view to the registry, transfer and transmission of ships, interests in ships, or mortgages of ships	16·50
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	8·00
46	Granting a provisional certificate of registry	44·00
	in addition to fee 44 where applicable	
47	Recording a mortgage of a ship or of shares in a ship	44·00
48	Recording the transfer of a mortgage of a ship or of shares in a ship	44·00
49	Recording the discharge of a mortgage of a ship or of shares in a ship	44·00
50	Making an interposition in the sale of a ship or of shares in a ship	44·00
51	Receiving a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly	4·50
52	Certifying a form of claim for wages and other matters, if any, of a deceased seaman or apprentice	7·00

(a) 1894 c. 60.

Fee		£
53	Examining or arranging for the examination of provisions or water, payable by the party who proves to be in default	22·00
	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 salved	83·00
55	Noting a marine protest and furnishing one certified copy if required	16·50
	for every further copy	8·00
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	44·00
	for every subsequent 100 words or less	8·00
	in addition to fees 1 and 3 where applicable	
57	Filing a request for survey and issuing an order of survey	22·00
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	44·00
	for every subsequent 100 words or less	8·00
59	Issuing a bill of health	16·50
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	11·00
61	Granting such certificate 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	14·00
	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	8·00
	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	11·00
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	7·00

Fee	£
65 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— *(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	8·00
66 Inspecting the marking of a ship, irrespective of the number of visits in addition to fee 37	8·00
67 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 1974(a)	8·00
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 ..... 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 ..... in addition to fee 73 or 65 where applicable	4·50 83·00
69 Attesting alterations in the agreement with the crew— for each alteration in respect of each seaman concerned ..... with a maximum on each separate occasion of	4·50 83·00
70 Sanctioning the discharge of seamen or leaving behind of seamen and apprentices— for each seaman or 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 transfer between British ships, of ..... 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	4·50 83·00
71 Certifying desertions of seamen and apprentices— for each seaman or apprentice	4·50

(a) Cmnd. 7874.

Fee		£
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	8·00
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	4·50
	with a minimum of	45·00
	and a maximum of	83·00
	in addition to fee 68	

EXPLANATORY NOTE

(This Note is not part of the Order.)

This Order revokes and replaces the Consular Fees Order 1981. It increases most of the consular fees and makes a few amendments to the services for which fees are charged. In particular, some changes have been made to fees 12 to 15 (passport fees), a new fee for granting a multiple entry visa or permit has been introduced (fee 22) and changes have been made in the way that fees 36 (estates) and 43 (financial assistance) are calculated.

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