STATUTORY INSTRUMENTS

1989 No. 152

DIPLOMATIC SERVICE

The Consular Fees Order 1989

Made - - - - *7th February 1989*

Coming into force *1st April 1989*

At the Court at Buckingham Palace, the 7th day of February 1989

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 force on 1st April 1989 and may be cited as the Consular Fees Order 1989.

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).

(e) "replacement passport" means a passport issued in substitution for a valid passport in order to incorporate an addition or amendment thereto.

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 following Orders are revoked–

The Consular Fees Order 1987(d)

The Consular Fees (Amendment) Order 1988(e)

The Consular Fees (Amendment) (No. 2) Order 1988(f)

G. I. de Deney
Clerk of the Privy Council

(a) 1980 c.23. (b) 1892 c.23. (c) 1906 c.40.
(d) S.I. 1987/1264. (e) S.I. 1988/925. (f) S.I. 1988/1986.

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	15.00
(b) not in standard form, per 100 words–	
(i) in English	15.00
(ii) in any other language	25.00
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	15.00
3. (1) Attesting or legalising a signature or seal except where–	8.00
(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 annuities granted direct by the National Debt Commissioners	
(2) Administering an oath or receiving a declaration or affirmation except where–	15.00
(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	
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) in typescript or made by photographic process outside the consular premises, for each page	15.00
(b) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £10)	1.00
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)	7.50
8. Obtaining a legalisation or other certification from another authority upon any document in addition to costs, if any	15.00
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 (**a**) and 1913(**b**)–	
for every page	5.00

(**a**) 1890 c.37.

(**b**) 1913 c.16.

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)..... 25.00

(b) from or into any other language 15.00

except where fee 29 or 41 is to be taken

11. Translating and interpreting *viva voce* (except when necessary for the performance of official duties)–

for every 15 minutes 10.00

PART II

PASSPORTS, VISAS AND KINDRED MATTERS

12. Issuing a passport of not more than 32 pages 15.00

13. Issuing a passport of 94 pages 30.00

14.—(1) Issuing a British Visitor's passport 7.50

except where fee 14(2) is applicable

(2) Issuing a British Visitor's passport which includes the particulars of a spouse . 11.25

15. Issuing an excursion document for travel to France 2.00

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, or issuing a replacement passport which contains such amendment ... 3.00

19. Amending an existing passport by adding a fresh photograph or amending the holder's description, or issuing a replacement passport which contains such addition or amendment 3.00

except where the holder was under 16 years of age at the date of issue of the existing passport.

20. (a) Receiving an application for–

(i) entry clearance (other than for the United Kingdom or a dependency of the United Kingdom)..... 10.00

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

in addition to Fee 22(1)

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

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..... 5.00

22.—(1) Receiving an application outside the United Kingdom for an entry clearance, certificate of entitlement to the right of abode or a confirmation of the right of abode 60.00

unless

(b) the applicant 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, the fee is–

(i) for one entry 20.00

(ii) for two entries 30.00

or

(iii) for multiple entries 44.00

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.

(2) Receiving in the United Kingdom an application made in the United Kingdom for a certificate of entitlement to the right of abode 12.50

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 10.00

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 10.00

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 5.00

in addition to fee 20 where applicable

PART III

MARRIAGES, BIRTHS AND DEATHS

26. Receiving notice of an intended marriage 20.00

27. Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947 (as amended) (**a**), 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 20.00

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 25.00

30. Issuing a "certificate de coutume" for an intended marriage in accordance with the local law 20.00

31. Registering a birth or death 20.00

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

33. Furnishing a certified copy of an entry in the consular register of births, deaths or marriages 10.00

in addition to fee 34 where applicable

(**a**) 1892 c.23, 1934 c.13, 1947 c.33, 1988 c.44. (**b**) S.I. 1970/1539.

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 10.00

(b) any other records or archives of Her Majesty's Government in the United Kingdom 15.00

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 25.00

for any other document 25.00

in addition to costs exceeding £3.00

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 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 ..... 2% rounded upwards 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 30.00

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 10.00

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 35.00

(c) outside customary business hours–

at the consular premises or residence 40.00

elsewhere 65.00

with–

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

(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 . 300.00

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 120.00

(b) for the first two hours or less on each subsequent day 85.00
(c) for each additional hour on any day 35.00

39. Providing evidence of service or attempted service 30.00
in addition to fee 37 or 40

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 25.00
for each additional hour at each sitting 10.00
(b) to effect or endeavour to effect service of a document, for each hour or shorter period elswhere than at the consular premises–
during customary business hours 30.00
outside customary business hours 45.00

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 30.00

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. Arranging for currency to be made available against 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. Granting or considering whether to grant a provisional certificate of registry–
(a) where the owner is a private individual 100.00
(b) where the owner is a body corporate 230.00

45. Receiving a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly 15.00

46. Examining or arranging for the examination of provisions or water, payable to the party who proves to be in default 40.00
in addition to the cost, if any, of survey

47. Noting a marine protest and furnishing one certified copy if required 30.00
for every further copy 15.00

48. Extending a marine protest, filing the original and furnishing one certified copy if required–
(a) for any number of words up to 200, excluding the declaratory clause . 80.00
(b) for every subsequent 100 words or less 15.00
in addition to fees 1 and 3 where applicable

49. Making a request, or issuing or arranging for the issue of any document, in connection with a survey of a ship–
(a) for the purposes of the International Convention for the Safety of Life at Sea 1974(**a**) (SOLAS) or of the International Convention for the Prevention of Pollution from Ships 1973 as modified by its Protocol of 1978(**b**) (MARPOL) 20.00

(**a**) Cmnd. 7874.
(**b**) Cmnd. 5748.

(b) for any other purpose 80.00

in addition to fee 6 where applicable

50. Issuing a bill of health 30.00

51. 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 25.00

except where–

(a) fee 45 is taken in addition to fee 37, or

(b) a death inquiry is held under section 61 Merchant Shipping Act 1970(**a**)

52. Signing and, if required, sealing any document at the request of the master of the ship 25.00

except where–

(a) this is required under the Merchant Shipping Acts, or

(b) fee 51 is taken

53. Inspecting–

(a) a ship's papers when required to enable a consular officer to do any matter or thing in respect of a ship 20.00

except where fee 51 is taken in addition to fee 37

(b) the marking of a ship, irrespective of the number of visits..... 20.00

in addition to fee 37

(**a**) 1970 c.36.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order revokes and replaces the Consular Fees Order 1987 and subsequent amending Orders. It increases some consular fees by amounts that are intended to reflect, as far as possible, the cost of providing the services. The average increase is approximately 20%. It rationalises and clarifies the description of the services for which fees are charged. In particular, the introduction of the new United Kingdom passport in the European Community common format and the cessation of the issue of standard passports which include the particulars of a spouse, have necessitated a revision of the fees for Passports, Visas and Kindred Matters in Part II. The fees in respect of Shipping, Seamen and Kindred Matters in Part IX have been rationalised and reduced in number.

£1.60 net

ISBN 0 11 096152 8

Printed in the United Kingdom for Her Majesty's Stationery Office

810/WO 0205 C10 2/89 452/1 9385/5413/4834 PS 8910371