FOREIGN SERVICE

1959 No. 537

The Foreign Service Fees Order, 1959

Made - - - - 24*th March*, 1959
Coming into Operation 1*st April*, 1959

At the Court at Buckingham Palace, the 24th day of March, 1959

Present,

The Queen's Most Excellent Majesty in Council

Her Majesty, by virtue and in exercise of the powers in this behalf by the Consular Salaries and Fees Act, 1891(a), and 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. The several fees set forth in the tables 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(c), and the Marriage with Foreigners Act, 1906(d), in the execution of their duties, and the said tables shall be construed as part of this Order.

2. In cases of attendance away from the consular office or residence for which a fee is leviable under this Order, if the consular officer finds it necessary to be accompanied by a clerk, he shall increase the fee by one-half.

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

The Foreign Service Fees Order, 1951(e).

The Foreign Service Fees (Amendment) Order, 1952(f).

The Foreign Service Fees (Amendment No. 2) Order, 1956(g).

The Foreign Service Fees (Amendment No. 3) Order, 1956(h).

The Foreign Service Fees (Amendment No. 4) Order, 1957(i).

The Foreign Service Fees (Amendment No. 5) Order, 1958(j).

The Foreign Service Fees (Amendment No. 6) Order, 1958(k).

4. This Order may be cited as the Foreign Service Fees Order, 1959.

5. This Order shall come into force on the first day of April, 1959.

And the Right Honourable Selwyn Lloyd, Her Majesty's Principal Secretary of State for Foreign Affairs, is to give the necessary directions herein.

W. G. Agnew.

(a) 54 & 55 Vict. c. 36. (b) 13 & 14 Geo. 5. c. 4. (c) 55 & 56 Vict. c. 23.
(d) 6 Edw. 7. c. 40. (e) S.I. 1951/971 (1951 I, p. 327).
(f) S.I. 1952/460 (1952 I, p. 627). (g) S.I. 1956/85 (1956 I, p. 1019).
(h) S.I. 1956/1000 (1956 I, p. 1020). (i) S.I. 1957/1750 (1957 I, p. 1023).
(j) S.I. 1958/262 (1958 I, p. 1228). (k) S.I. 1958/1953 (1958 I, p. 1229).

SCHEDULE

TABLE OF FOREIGN SERVICE FEES

PART I

SHIPPING, SEAMEN AND MATTERS RELATED THERETO

No.		£ s. d.
1	Taking or recording a declaration under the Merchant Shipping Acts, with a view to the registry, transfer and transmission of ships, interests in ships, or mortgages on ships	1 10 0
2	Endorsing a memorandum of change of master upon the certificate of registry and initialling his signature on the agreement with the crew, if required	15 0
3	Granting a provisional certificate of registry (this fee to be exclusive of fees on declarations)	5 5 0
4	Recording a mortgage of a ship or of shares in a ship	5 5 0
5	Recording the transfer of a mortgage of a ship or of shares in a ship	5 5 0
6	Recording the discharge of a mortgage of a ship or of shares in a ship	5 5 0
7	Interposition in the sale of a ship or of shares in a ship	5 5 0
8	Inspecting the register book of transactions in ships kept in pursuance of the Merchant Shipping Acts	10 0
9	Issuing a certified copy of an extract from the register book of transactions in ships, if not exceeding 100 words	15 0
	For every subsequent 100 words or less	10 0
10	Sanctioning the engagement of seamen: for each seaman ...	5 0
	N.B.—On the transfer of a crew or part of a crew from one British ship to another, the maximum amount leviable under either Fee 10 or Fee 12 is £6 5*s.* 0*d.*, whatever the number of seamen involved. In the case of a double transfer between two British ships these maxima will be doubled.	
11	Attesting alterations in agreements with seamen—	
	for each alteration, in respect of each seaman concerned... ...	10 0
	with a maximum fee of	10 0 0
12	Sanctioning the discharge or leaving behind of seamen—	
	for each seaman (see Fee 10)	5 0
13	Certifying desertions of seamen—	
	for each seaman	10 0
14	Receiving a return of the birth or death of any person on board a ship and endorsing the ship's agreement accordingly	10 0
15	Drawing a seaman's will—	
	for any number of words not exceeding 100	10 0
	for every additional 100 words or less	10 0
16	Attesting the execution of a seaman's will	5 0
17	Certifying a form of claim for wages, &c., of a deceased seaman ...	5 0
18	Examining provisions or water, to be paid by the party who proves to be in default, in addition to the cost of survey... ...	2 10 0
19	Attesting a salvage bond made in pursuance of section 560 (1) of the Merchant Shipping Act, 1894	8 10 0

No.		£ s. d.
20	Taking custody of a ship's papers, making any necessary endorsements thereon, and giving the certificate required by section 257 of the Merchant Shipping Act, 1894 (to include the fee for the inspection of the ship's papers—see Fee 39)	15 0
	N.B.—A payment of £21 shall free the ship from payment of fees Nos. 20 and 31 at every port in China or in Japan but not in both during the following three months.	
21	Noting a marine protest and furnishing one certified copy if required	1 10 0
	For every other copy	15 0
22	Extending a marine protest, if not exceeding 200 words, filing the original and furnishing one certified copy if required	5 5 0
	For every additional 100 words or less	15 0
23	Filing a request for survey and issuing an order of survey	2 10 0
24	Receiving a report of survey, if not exceeding 200 words, filing the original in the archives and furnishing, if required, one certified copy of the request, order and report of survey... ...	5 5 0
	For every additional 100 words or less	15 0
25	Preparing an average, bottomry or arbitration bond	5 5 0
26	Attesting an average, bottomry or arbitration bond, for each copy	1 10 0
27	Preparing a fresh agreement with a ship's crew when new Articles of Agreement are opened at a foreign port and furnishing the copy which, under the Merchant Shipping Acts, must be made accessible to the crew—	
	for each man	5 0
	with a minimum of	2 5 0
	and a maximum of	6 15 0
28	Issuing a bill of health...	2 0 0
29	Certifying a foreign bill of health	2 0 0
30	Addressing an application to local authorities for the arrest, imprisonment or release of seamen, if made at the request of the master—	
	for each seaman	1 0 0
31	Granting a certificate as to the number of the crew or granting any other certificate required by local authorities for the clearance inwards and outwards of a ship (see Nos. 20 and 32)	1 5 0
32	Drawing up, in form and language required by local authorities, a muster-roll or detailed list giving the names, &c., of each member of a ship's crew	15 0
33	Affixing the consular signature (and seal if required) to a ship's manifest	1 10 0
34	Affixing the consular seal or signature to any entry in the official log-book of a ship if such entry is not required by the Merchant Shipping Acts	1 0 0
35	Attesting the execution of a bill of sale of a ship or of shares in a ship	1 10 0
36	Issuing any document required from a consular officer by foreign authorities as a preliminary to the engagement of a British seaman in a foreign vessel, including official seal and signature...	10 0

No.		£	s.	d.
37	Certifying the engagement, discharge, leaving behind, desertion or death of a lascar seamen (*i.e.*, Indian, Pakistani or other native of India or Pakistan) serving in a foreign ship or to any alteration in the agreement made with him under section 39 of the Indian Merchant Shipping Act, 1923		10	0
38	Certifying the transfer of lascar seamen (*i.e.*, Indian, Pakistani or other native of India or Pakistan), with their agreements, from one foreign ship to another—			
	for each seaman	1	0	0
	N.B.—The charge under this fee is to be divided equally between the two ships concerned and must not exceed	22	10	0
39	Inspecting a ship's papers when this is required to enable a consular officer to perform any specific service on the ship's behalf ...		15	0
	N.B.—This fee is not to be charged if the papers are at the time in the consular officer's custody (see No. 20).			
40	Attending at a shipwreck or for the purpose of assisting a ship in distress—			
	for each hour	1	0	0
	for any shorter period	1	0	0
	with a maximum per day of	8	10	0
	(see Regulation 4)			
41	Attending at a shipwreck, at the request of the parties interested, to assist or advise as to salvage—			
	for each hour	1	10	0
	with a maximum per day of	12	10	0
	(see Regulation 4)			
	The following fee No. 42 *is for a service performed only in China*			
42	Inspecting the marking of a ship—			
	for each visit made to the ship on the application of the owner or his agent and for each visit made where the provisions of the Merchant Shipping Acts with respect thereto have not been complied with	1	0	0
	With a maximum of £2 0s. 0d. whatever the number of visits.			

Part II

Notarial and Kindred Matters (not relating to shipping)

43	Noting any protest, except a marine protest (see No. 21) or a protest of a bill of exchange (see No. 50), filing the original and furnishing one certified copy if required—			
	for any number of words up to 200	5	5	0
	for every additional 100 words or less		15	0
44	Issuing or attesting a certificate of origin or other document in support of a consignment of goods—			
	for each separate document and for filing copy—			
	for a consignment not exceeding £30 in value		15	0
	for a consignment exceeding £30 in value	1	10	0
	for any additional copy if signed and sealed by the consular officer—			
	for a consignment not exceeding £30 in value		15	0
	for a consignment exceeding £30 in value	1	10	0
	for any additional copy, if sealed only		10	0

No.		£ s. d.
45	Extending the validity of a certificate of origin or other document in support of a consignment of goods, including corresponding endorsement, if required, of any certified copies thereof... ...	5 0
46	Attesting a declaration of the ultimate destination of goods ...	5 0
47	Certifying the due landing of goods exported from a British port ...	1 10 0
48	Issuing a certificate not otherwise provided for, exclusive of fee for drawing (see No. 71)—	
	for any number of words not exceeding 100	1 5 0
	for every additional 100 words or less	15 0
49	Noting a bill of exchange	15 0
50	Noting a protest of a bill of exchange and furnishing a copy ...	2 10 0
51	Administering an oath or receiving a declaration or affirmation with or without attestation of signature	15 0
52	Receiving a declaration or affidavit claiming exemption from or refund of income tax on shares, &c.—	
	(*a*) from an owner of shares, &c.	5 0
	(*b*) from an authorised agent on behalf of any number of owners not exceeding five...	5 0
	(*c*) from an authorised agent on behalf of more than five owners	10 0
53	Affixing a signature to an exhibit referred to in an affidavit or declaration	10 0
54	Initialling alterations or interlineations in any document not prepared by the consular officer—	
	for every three initiallings	5 0
	for any number under three	5 0
55	Attesting a signature on a transfer of shares or stock	10 0
56	Attesting a signature on a transfer of shares or stock when executed in the presence of one or more witnesses besides the consular officer...	15 0
57	Attesting a signature on a power of attorney relating to a single transaction in regard to property not exceeding £15 in value ...	10 0
	with a maximum, however many signatures are attested at the same time on one document, of	2 0 0
58	Attesting any other power of attorney	1 0 0
	with a maximum, however many signatures are attested at the same time on one document, of	4 5 0
59	Attesting a signature on a deed, bond or conveyance under seal—	
	(*a*) where the value of the property concerned does not exceed £15	10 0
	(*b*) where it exceeds £15	1 0 0
	N.B.—Where more than four persons execute an instrument at the same time, the fee must not exceed £2 0s. 0d. under (*a*) or £4 0s. 0d. under (*b*).	
60	Affixing a consular signature, and seal if required, to a declaration of existence	10 0
61	Drawing a declaration of existence	10 0
62	Issuing a certificate of identity	1 0 0
63	Legalising the signature of a foreign authority or notary	1 0 0
64	Legalising or attesting the signature to a receipt for money when the amount does not exceed £15	10 0

No.		£ s. d.
65	Legalising or attesting a signature not otherwise provided for ...	1 0 0
66	Effecting any registration not otherwise provided for	10 0
	N.B.—No fee is to be charged under this Order for the registration of British subjects.	
67	Issuing a certificate of British registration	10 0
	N.B.—No fee is to be charged where the certificate is endorsed on a passport.	
68	Uniting documents and attaching the consular seal to the fastening	10 0
69	Affixing a consular signature, and seal if required, to any document not otherwise provided for	1 0 0
70	Affixing a seal to a document, packet or article, when no signature is required	10 0
71	Drawing a declaration or other document not otherwise provided for or the body of a protest, or taking down in writing verbal declarations or depositions of persons made before the consular officer, or reducing into writing agreements made before him by contracting parties, exclusive of fees for attestations, &c.—	
	for any number of words not exceeding 100	1 5 0
	for every additional 100 words or less	15 0
	N.B.—See note to No. 74.	
72	Assisting in drawing up petitions, applications or other documents not specified, for each document	1 0 0
	N.B.—See note to No. 74.	
73	Making and certifying a copy of a document or part of a document—	
	for any number of words not exceeding 100	1 5 0
	for every additional 100 words or less	10 0
	N.B.—See note to No. 74.	
74	Verifying and certifying a copy of a document or part of a document—	
	for any number of words not exceeding 100	1 0 0
	for every additional 100 words or less	5 0
	N.B.—If the document is in a foreign language, the amounts of the above fees (Nos. 71–74) are to be doubled. Characters in the Chinese and Japanese languages are to be counted (in Nos. 71, 73 and 74) as words.	
75	Making and certifying a translation of a document or part of a document from or into any language but Chinese or Japanese—	
	for any number of words not exceeding 100	2 10 0
	for every additional 100 words or less	1 5 0
76	Verifying and certifying a translation of a document or part of a document from or into any language but Chinese or Japanese—	
	for any number of words not exceeding 100	2 0 0
	for every additional 100 words or less	15 0
77	Making or verifying and certifying a translation of a document or part of a document from or into Chinese or Japanese—	
	for any number of characters not exceeding 100	4 5 0
	for every additional 100 characters or less	1 5 0
78	*Viva voce* translating and interpreting—	
	for every fifteen minutes or less...	15 0
	with a maximum per hour of	2 0 0

No.		£ s. d.
79	Drawing a power of attorney—	
	for any number of words not exceeding 200	2 0 0
	for every additional 100 words or less	1 0 0
80	Supplying witnesses at the request of parties interested in cases where one or more attesting witnesses besides the consular officer are required—	
	for each witness	10 0
	The following fee No. 81 *is for a service performed only in China*	
81	Reference to land, mortgage or other registers (except those under Nos. 8 and 101)	1 0 0

Part III

Passports, Visas and Kindred Matters

82	Issuing a passport or a collective certificate intended to serve as a passport	1 10 0
83	Renewing a passport—	
	for a further period of five years	1 0 0
84	Issuing an inland travel pass	5 0
85	Making and/or forwarding a request or recommendation to an authority of a foreign State or Commonwealth country, British colony, Protectorate, Protected State or Trust Territory, for the issue or renewal of a passport, or other travel document or documents of identity or for the grant of a visa	5 0
86	Issuing any document required by a foreign authority for the grant of a permit for residence	5 0
87	Issuing and drawing if required a certificate or emergency certificate of British nationality or any document not otherwise provided for in lieu of a passport	10 0
88	Granting a visa (on a passport or other travel document) valid for one year or any lesser period—	
	for an ordinary visa	1 2 6
	for a transit visa	2 6
	N.B.—The Secretary of State, with the consent of the Treasury, may direct that the visa fees charged to the nationals of any particular country shall be equivalent to the fees charged by the authorities of that country for their visas on passports of British subjects, citizens of the United Kingdom and Colonies.	
89	Certificate of protection for a "semsar"	3 0 0
90	Certificate for a "mokhalat"	1 10 0
91	For issuing a West African Travel Certificate other than a Nigerian Travel Certificate	5 0
92	For issuing a Nigerian Travel Certificate	15 0
93	For renewing any West African Travel Certificate for any period up to a maximum of three years	5 0

PART IV

A.—MARRIAGES, BIRTHS AND DEATHS

The following fees Nos. 94 to 98 are for services under the Foreign Marriage Acts, 1892 to 1947, the Marriage with Foreigners Act, 1906, and the Foreign Marriages Orders in Council, 1913 to 1949.

No.		£ s. d.
94	Receiving notice of an intended marriage	1 5 0
95	Receiving notice of a caveat	2 0 0
96	Solemnizing or attending a marriage, celebrated under the Foreign Marriage Acts, registering it and administering oaths to the two parties	3 0 0
97	Issuing a certificate of notice having been given and exhibited and/or of no impediment, in addition to the fee for administering the oath (see No. 51)	10 0
98	Registering a marriage solemnized in accordance with the local law, in addition to the fee for attendance (No. 110 or 112) ...	2 0 0
99	Issuing a " certificat de coûtume " for an intended marriage in accordance with the local law	1 10 0
100	Registering a birth or death (except the death of a seaman) ...	5 0
101	Making a search for an entry in the consular register of births, deaths or marriages (see No. 105)	5 0
102	Furnishing a certified copy of an entry in the consular register of births, deaths or marriages	5 0

B.—WILLS AND ESTATES

(N.B.—For seamen, see Part I)

103	Drawing a will for any person not a seaman (see No. 15)—	
	for any number of words not exceeding 200	3 0 0
	for every additional 100 words or less	15 0
104	Attesting the execution of the will of any person not a seaman (see No. 16)	1 5 0
105	Having a search made for and/or obtaining and issuing copies of entries in the local registers or of wills, deeds or other documents not kept at a consulate, in addition to any fees for attestation	
	for an entry in a local register of births, deaths or marriages ...	10 0
	for any other document	15 0
106	Administering the estate of a deceased person, not a seaman—	
	on the gross value of the estate	2½% rounded upwards to the nearest 5s.
	with a minimum charge of	2 5 0
107	For partial administration of the estate of a deceased person—	
	on the gross value of the estate	1½% rounded upwards to the nearest 5s.
	with a minimum charge of	1 10 0
108	For intervention to protect the interests of absent British claimants in an estate being administered by a local executor or administrator—	
	on the gross value of the British interest in the estate ...	1% rounded upwards to the nearest 5s.
	with a minimum charge of	2 5 0

No.		£ s. d.
109	For taking interim conservatory measures in respect of the property of a deceased person in which British nationals are interested—	
	on the gross value of the British interest in the estate... ...	½% rounded upwards to the nearest 5s.
	with a minimum charge of	2 5 0
	C.—Attendances (not otherwise provided for)	
110	Elsewhere than at the consular office or residence on any day between the hours of 9 a.m. and 9 p.m. for each hour or lesser period	1 10 0
111	At the consular office or residence between the hours of 9 a.m. and 9 p.m. but not during the customary business hours of the place, for each half-hour or lesser period	15 0
112	Between the hours of 9 p.m. and 9 a.m., for each half-hour or lesser period—	
	(*a*) at the consular officer's residence	1 5 0
	(*b*) elsewhere	2 5 0
	D.—Services Relating to Legal Proceedings	
113	Taking evidence under a commission or order from a Court—	
	(*a*) for one sitting of two hours or less	9 0 0
	(*b*) for each subsequent sitting of two hours or less	4 10 0
	(*c*) for each additional hour or less under (*a*) or (*b*)	1 10 0
114	Effecting or endeavouring to effect service of a document and issuing a certificate or affidavit of service or attempted service—	
	for one visit	2 5 0
	for each additional visit	1 5 0
115	Forwarding a request to the local authority for the taking of evidence or the service of a document	1 10 0
	E.—Collection of Debts	
116	Recovering sums at the request and on behalf of private persons, a commission of	5% rounded upwards to the nearest 5s.

EXPLANATORY NOTE

(This Note is not part of the Order, but is intended to indicate its general purport.)

It has become expedient that the tables of fees fixed by previous Orders in Council made under the Consular Salaries and Fees Act, 1891 and the Fees (Increase) Act, 1923, should be amended and consolidated. The present Order, therefore repeals all the earlier Consular Fees Orders, and substitutes for the tables annexed thereto the tables annexed to the present Order.

Nearly all fees have been increased and have also been fixed in multiples of 5s. In addition a new fee (No. 115) has been created for forwarding a request to the local authority for the taking of evidence or the service of a document.