

1968 No. 114

DIPLOMATIC SERVICE

The Consular Fees Order 1968

Made 26th January 1968*Coming into Operation* 7th February 1968

At the Court at Sandringham, the 26th day of January 1968

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 7th February 1968 and may be cited as the Consular Fees Order 1968.

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.

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(d) and the Marriage with Foreigners Act 1906(e) 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 Foreign Service Fees Order 1959(f)

The Foreign Service Fees (Amendment) Order 1961(g)

The Foreign Service Fees (Amendment) (No. 2) Order 1961(h)

The Foreign Service Fees (Amendment) (No. 3) Order 1961(i)

The Repatriation Fee Order 1965(j)

W. G. Agnew.

(a) 1891 c. 36.

(c) 1889 c. 63.

(e) 1906 c. 40.

(g) S.I. 1961/64 (1961 I, p. 131).

(i) S.I. 1961/1510 (1961 II, p. 3086).

(b) 1923 c. 4.

(d) 1892 c. 23.

(f) S.I. 1959/537 (1959 I, p. 1411).

(h) S.I. 1961/1197 (1961 II, p. 2338).

(j) S.I. 1965/1128 (1965 II, p. 3195).

SCHEDULE

TABLE OF CONSULAR FEES

PART I

SHIPPING, SEAMEN AND KINDRED MATTERS

Fee	£	s.	d.
1 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 ..	2	0	0
2 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	1	0	0
3 Granting a provisional certificate of registry in addition to fee 1 where applicable	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 Making an interposition in the sale of a ship or of shares in a ship	5	5	0
8 Sanctioning the engagement of seamen— for each seaman with—	10	0	0
(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	10	0	0
in addition to fee 21 or 28 where applicable			
9 Attesting alterations in the agreement with the crew— for each alteration in respect of each seaman concerned ..	10	0	0
with a maximum on each separate occasion of	10	0	0
10 Sanctioning the discharge of seamen or leaving behind of seamen and apprentices— for each seaman or apprentice with—	10	0	0
(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	10	0	0
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 28 where applicable			

Fee	£	s.	d.
11 Certifying desertions of seamen and apprentices— for each seaman or apprentice	10	0	0
12 Received a return of the birth or death of any person on board a ship and endorsing the agreement with the crew accordingly ..	10	0	0
13 Certifying a form of claim for wages and other matters, if any, of a deceased seaman or apprentice	15	0	0
14 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	2	10	0
15 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	10	0	0
16 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	1	0	0
17 Noting a marine protest and furnishing one certified copy if required	2	0	0
for every further copy	1	0	0
18 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	5	5	0
for every subsequent 100 words or less	1	0	0
in addition to fees 32 and 40 where applicable			
19 Filing a request for survey and issuing an order of survey ..	2	10	0
20 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	5	5	0
for every subsequent 100 words or less	1	0	0
21 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	10	0	0
with a minimum of	5	0	0
and a maximum of	10	0	0
in addition to fee 8			
22 Issuing a bill of health	2	0	0
23 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	1	5	0
24 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	1	10	0
in addition to fee 16 or 28 where applicable			

Fee	£	s.	d.
25 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 24 unless a certificate in the form of a muster-roll or list is required for the clearance of the vessel	1	0	0
26 Signing and, if required, sealing the original of a ship's manifest and signing any copies on the same occasion	1	5	0
27 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	0
28 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 16 has been taken, or (b) the master opens a new agreement at the consular office	1	0	0
29 Inspecting the marking of a ship, irrespective of the number of visits in addition to fee 78	1	0	0
30 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)	1	0	0

PART II

NOTARIAL AND KINDRED MATTERS

31(a) Issuing or attesting a certificate of origin or other document in support of a consignment of goods and filing a copy thereof for the first copy of any certificate or document for each additional copy— if signed and sealed by the consular officer if sealed	1	5	0
(b) Extending the validity of a document in support of a consignment of goods		15	0
32 Administering an oath or receiving a declaration or affirmation and, where required, attesting the signature of the person making the oath, declaration or affirmation except where— (a) the oath, declaration or affirmation is made under the Merchant Shipping Acts or in connexion with the loss of a passport, (b) fee 58, 67, 70, 79 or 80 is to be taken, (c) an oath of allegiance is taken on the form set out in the Second Schedule to the British Nationality Regulations 1965(b) at the same time as the declaration set out therein is made	1	0	0

Fee	£	s.	d.
33			
Initialling alterations or interlineations in any document not prepared by the consular officer but not striking out alternative words in a form—			
for every 3 initiallings or less	5	0	
34			
Signing and, if required, sealing a declaration of existence ..	15	0	
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			
35			
Drawing a declaration of existence	15	0	
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			
36			
Attesting or legalising a signature or seal or both not otherwise provided for	1	0	0
except where the signature or seal is—			
(a) on a certificate of survey of foreign passenger ships running to or from the United Kingdom, or			
(b) 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) 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			
37			
Uniting documents and sealing the fastening	15	0	
except where fee 80 is to be taken			
38			
Signing or sealing, or both, a document, packet or article not otherwise provided for or excepted from any other fee ..	15	0	
39			
Completing and signing, including where necessary providing, a certificate of true copy, a printed form or other certificate, declaration or document in standard form not otherwise provided for	1	5	0
40			
Drawing a declaration or other document not otherwise provided for or taking down in writing oral declarations, agreements made before a consular officer, or depositions not made under the Merchant Shipping Acts—			
for any number of words not exceeding 100, excluding any printed words where printed forms are used—			
if in English	2	0	0
if in any other language	3	0	0
for every additional 100 words or less—			
if in English	1	5	0
if in any other language	2	0	0
in addition to fee 32, 36 or 38 where applicable.			

Fee	£	s.	d.
41 Preparing a copy of a document or part of a document not otherwise provided for—			
(a) in manuscript or typescript—			
for any number of words not exceeding 100 ..	15		0
for every additional 100 words or less	10		0
(b) by photographic process—			
for each sheet or page copied	10		0
in addition to fee 38 or 39 where applicable.			
42 Verifying a copy of a document or part of a document not prepared by the consular officer—			
for every 100 words or less	10		0
in addition to fee 39 where applicable.			
43 Supplying certified copies of documents forming part of the records of Her Britannic Majesty's Court for Kuwait, Her Britannic Majesty's Chief Court for the Persian Gulf or of Her Britannic Majesty's Full Court for the Persian Gulf which relate to matters to which the Kuwait Order 1959(a) extended—			
for every folio of 72 words or less	2		6
44 Making and certifying a translation of a document or part of a document from or into any language other than Amharic, Chinese, Japanese or Korean—			
for any number of words in the foreign language not exceeding 100	2	10	0
for every additional 100 words or less	1	5	0
45 Verifying and certifying a translation not made by the consular officer of a document or part of a document from or into any language other than Amharic, Chinese, Japanese or Korean—			
for any number of words in the foreign language not exceeding 100	2	0	0
for every additional 100 words or less	15		0
except where fee 70 or 82 is to be taken.			
46 Making or verifying and certifying a translation of a document or part of a document from or into Amharic, Chinese, Japanese or Korean—			
for any number of characters not exceeding 100, three Japanese <i>Kana</i> being counted as one character when used independently	4	5	0
for every additional 100 characters or less	1	5	0
except where fee 70 or 82 is to be taken.			
47 Translating and interpreting <i>viva voce</i> —			
for every fifteen minutes or less		15	0
with a maximum per hour of	2	0	0
except where done solely to enable the consular officer to do any matter or thing in the execution of his office which he is obliged or normally expected to do or where fee 44, 45, 46, 79 or 80 is to be taken.			
48 Supplying witnesses—			
for each witness		10	0

Fee	£	s.	d.
PART III			
PASSPORTS, VISAS AND KINDRED MATTERS			
49 Issuing a passport except where fee 50 is to be taken.	2	0	0
50 Issuing an additional passport of restricted validity except in replacement of a passport lost or temporarily unavailable.	1	0	0
51 Issuing a British Visitors' passport	7	6	
52 Issuing a collective passport	3	0	0
53 Renewing a passport issued before the coming into force of the Order, a certificate of identity, or other travel document except where fee 54, 63 or 64 is to be taken.	1	0	0
54 Extending for the first time the validity of an additional pass- port except of one in replacement of a passport lost or tem- porarily unavailable.	1	0	0
55 Adding the particulars of a child or children to a passport .. except on issue.	10	0	
56 Making or forwarding, or both, a request or recommendation to any authority of a foreign state or Commonwealth country, Colony, Protectorate, Protected State or Trust Territory for the issue or renewal of—			
(a) a passport or other travel document or document of identity or for the grant of a visa or entry permit	5	0	
(b) any other document	10	0	
57 Issuing any document required by a foreign authority for the grant of a permit for residence or other facility	10	0	
58 Issuing and, where required, drawing an Emergency Passport or other document not otherwise provided for in lieu of a passport, including where necessary administering an oath in connexion with an affidavit on which a visa is to be granted and issuing of a certificate on such affidavit describing the applicant	10	0	
59 Issuing and, where required, drawing a certificate of British nationality or a certificate of recognition of British nation- ality	10	0	
60 Granting a visa or entry permit—			
for an ordinary visa or entry permit	1	5	0
for a transit visa		5	0
or for any visa or entry permit such sums, being the equiv- alents 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) fee 61 is to be taken, or			

Fee	£	s.	d.
(b) a visa is issued to a British subject on behalf of any Persian Gulf state or Muscat, or			
(c) a United Kingdom visa is issued on a foreign passport held by a British subject			
61 Issuing to a Chinese resident of Macao a permit to visit Hong Kong—			
for a single visit not exceeding three months ..	5		0
for multiple visits within a period of twelve months from date of issue	10		0
62 Issuing a Travel Certificate on behalf of—			
(a) Nigeria	15		0
(b) Ghana	5		0
(c) The Gambia	10		0
63 Renewing a Travel Certificate, certificate of identity or other travel document on behalf of—			
(a) Nigeria or Ghana	5		0
(b) The Gambia	10		0
(c) Hong Kong	1	7	6
except where fee 64 is to be taken.			
64 Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book	5		0

PART IV

MARRIAGES, BIRTHS AND DEATHS

65 Receiving notice of an intended marriage	1	10	0
66 Receiving a <i>caveat</i>	2		0
67 Solemnizing or attending a marriage solemnized under the Foreign Marriage Acts 1892 to 1947 registering it and administering oaths to the two parties	3		0
68 Issuing in English or in the local language a certificate of notice of an intended marriage having been given and posted up or of no impediment or of both, for each certificate		10	0
69 Registering a marriage solemnized in accordance with the local law in addition to fee 78.	2		0
70 Providing the appropriate certificate and transmitting the appropriate documents to the Registrar General in accordance with Article 18(1) of the Foreign Marriage Order 1964(a)	3		0
71 Issuing a "certificat de coutume" for an intended marriage in accordance with the local law	1	10	0
72 Registering a birth or death	5		0

Fee	£	s.	d.
73 Referring an application for registration of a birth (or births) where the permission of the Secretary of State is required in addition to fees 72 and 74 as applicable.	1	5	0
74 Furnishing a certified copy of an entry in the consular register of births, deaths or marriages			
(a) at the time of registration		5	0
(b) subsequently		10	0
in addition to fee 75 where applicable.			

PART V

SEARCHES AND ESTATES

75 Making a search in			
(a) the consular registers of births, deaths or marriages where the number or date of the entry is not provided		5	0
(b) any other consular records or archives		10	0
in addition to fee 74 where applicable.			
76 Having a search made for or obtaining, or both, copies of entries in the local registers or of wills, deeds or other documents not kept by a consular officer—			
for an entry in a local register of births, deaths or marriages		10	0
for any other document		15	0
in addition to costs, if any.			
77 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 £1,000, if over £30, of the gross current market value			2% rounded upwards to the nearest 5s.
on the amount over £1,000			1% rounded upwards to the nearest 5s.
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		2	0 0

PART VI

ATTENDANCES

78 Attending except in connexion with commercial enquiries for each half-hour or lesser period, including the time taken in proceeding from a reasonable point of departure and in returning to a reasonable point of return—			
between the hours of 8 a.m. and 8 p.m. except at the consular office or residence during customary business hours		1	5 0

EXPLANATORY NOTE

(This Note is not part of the Order.)

The present Order repeals all previous Foreign Service Fees Orders. Various alterations have been made to the fees ; some have been increased and some have been decreased, having regard to the average time spent on each service. A number of the more anachronistic fees have been abolished. Some have been consolidated and six new ones have been introduced.

Fees Nos. 65 to 71 are for services under the Foreign Marriage Acts 1892 to 1947, the Marriage with Foreigners Act 1906 and the Foreign Marriage Order 1964.