
STATUTORY INSTRUMENTS

1994 No. 2793

DIPLOMATIC SERVICE

The Consular Fees Order 1994

Made - - - - 2nd November 1994

Coming into force - - 24th November 1994

At the Court at Buckingham Palace, the 2nd day of November 1994

Present,

The Queen's Most Excellent Majesty in Council

Her Majesty, in exercise of the powers conferred on Her by section 1(1) of the Consular Fees Act 1980⁽¹⁾, is pleased, by and with the advice of Her Privy Council, to order, and it is hereby ordered, as follows:

1. This Order may be cited as the Consular Fees Order 1994 and shall come into force on 24th November 1994.

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 fees set forth in the table of fees in the Schedule to this Order are prescribed to be levied by consular officers and by marriage officers under the Foreign Marriage Act 1892⁽²⁾ and the Marriage

(1) 1980 c. 23.

(2) 1892 c. 23.

with Foreigners Act 1906⁽³⁾ in the execution of their duties, and the said table of fees shall be construed as part of this Order.

4. The following Orders are hereby revoked—

The Consular Fees Order 1989⁽⁴⁾

The Consular Fees (Amendment) Order 1989⁽⁵⁾

The Consular Fees (Amendment) (No 2) Order 1991⁽⁶⁾

The Consular Fees (Amendment) (No 3) Order 1991⁽⁷⁾

The Consular Fees (Amendment) Order 1992⁽⁸⁾

The Consular Fees (Amendment) Order 1993⁽⁹⁾.

N. H. Nicholls
Clerk of the Privy Council

⁽³⁾ 1906 c. 40.
⁽⁴⁾ S.I.1989/152.
⁽⁵⁾ S.I. 1989/844.
⁽⁶⁾ S.I. 1991/2291.
⁽⁷⁾ S.I. 1991/2629.
⁽⁸⁾ S.I. 1992/2669.
⁽⁹⁾ S.I. 1993/1781.

SCHEDULE

TABLE OF CONSULAR FEES

PART I

NOTARIAL AND KINDRED MATTERS

Fee	£
1. Preparing any certificate, declaration or document not otherwise provided for—	25.00
(a) in standard form, per copy	
(b) (b) not in standard form, per 100 words—	25.00
(i) in English	
(ii) in any other language	40.00
2. Preparing or signing, or both, a declaration of existence	25.00
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.	
3.—(1) Attesting or legalising a signature or seal	10.00
except where—	15.00
(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.	
Administering an oath or receiving a declaration or affirmation	
(a) (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	

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Fee	£
4. Supplying witnesses, for each witness—	15.00
5. Initialling alterations in any document not prepared by the consular officer or marking exhibits, for each initialling or marking—	2.00
6. Making or verifying (including certifying where necessary) a copy of a document—	25.00
(a) in typescript or made by photographic process outside the consular premises, for each page	
(b) (b) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £10.00)	2.00
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)	10.00
8. Obtaining a legalisation or other certification from another authority upon any document	25.00
in addition to costs, if any	
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(10) and 1913(11)	
for every page	10.00
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—	40.00
(a) from or into Amharic, Chinese, Japanese or Korean (three Japanese Kana being counted as one character when used independently)	
(b) (b) from or into any other language	25.00
except where fee 29 or 41 is to be taken	
11. Translating and interpreting viva voce (except where necessary for the performance of official duties)—	15.00
for every 15 minutes	

(10) 1890 c. 37.
(11) 1913 c. 16.

PART II

PASSPORTS, VISAS AND KINDRED MATERIAL

12. Issuing a passport of not more than 32 pages which includes replacing an expired passport, and issuing a new passport of full validity when an original passport of restricted validity is unavailable 18.00

13. Issuing a passport of 48 pages which includes replacing an expired passport, and issuing a new passport of full validity when an original passport of restricted validity is unavailable 27.00

14. — 12.50

(i) Issuing a British Visitor's passport except where fee 14(2) is applicable

(2) Issuing a British Visitor's passport which includes the particulars of a spouse 18.00

15. Issuing an excursion document for travel to France 3.00

16. Issuing a collective passport 40.00

17. Amending an existing passport by adding the particulars of a child or children 5.00

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 5.00

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

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

(a) (a) Receiving an application for— 10.00

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

(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)

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- (b) (b) Preparing or forwarding, or 10.00
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 or identity card
or forwarding any other certificate
or document (except a Home Office
travel document and applications for
registration and naturalisation)
 - (c) (c) Preparing or forwarding or 20.00
both an application for registration or
naturalisation to the Home Office
 - 21.** Issuing and, where required, preparing 10.00
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
 - 22.** — 10.00
 - (1) Receiving, outside the United Kingdom,
an application for
 - (a) a visa for passing through the United
Kingdom without entering it, where
the applicant is under 25 years of age
 - (b) (b) a visa for passing through the 20.00
United Kingdom without entering it,
where the applicant is 25 years of age
or over
 - (c) (c) entry clearance;
 - (i) in respect of any of the
following for employment or
self-employment for a period
of six months or less, as a
returning resident, as a visitor,
as a student, as a passenger
in transit, except where either
sub-paragraph (a) or (b) above
applies as an “au pair”, for a
working holiday,
- valid in each case in accordance with the
following specified conditions

for one entry where the applicant is under 25 years of age	10.00
for one entry where the applicant is 25 years of age or over	20.00
for multiple entries, valid for six months from the date of issue	30.00
for multiple entries, valid for two years from the date of issue	40.00
for multiple entries, valid for five years from the date of issue	85.00
(ii) for settlement	80.00
(iii) for marriage	80.00
(iv) for any purpose other than those listed in sub-paragraphs (i) to (iii) above	60.00
(d) (d) a certificate of entitlement to the right of abode	80.00
(e) (e) a confirmation of the right of abode	80.00

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.

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

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

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

in addition to fee 20 where applicable

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PART III

MARRIAGES, BIRTHS AND DEATHS

26. Receiving notice of an intended marriage	30.00
27. Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947 (as amended)(12), administering oaths to the parties and registering the marriage	60.00
28. Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist	30.00
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(13), including the provision of any necessary certification	40.00
30. Issuing a “certificat de coutume” for an intended marriage in accordance with the local law	30.00
31. Registering a birth or death	30.00
32. Making an addition to or correction in the consular register of births, deaths or marriages at the request of the parties concerned	30.00
33. Furnishing a certified copy of an entry in the consular register of births, deaths or marriages	15.00

in addition to fee 34 where applicable

PART IV

SEARCHES

34. Making a search in—	15.00
(a) the consular registers of births, deaths or marriages where the number or date of entry is not provided	
(b) (b) any other records or archives of Her Majesty’s Government in the United Kingdom	25.00

in addition to fee 33 where applicable

(12) 1892 c. 23, 1934 c. 13, 1947 c. 33, 1988 c. 44.

(13) S.I. 1970/1539.

35. Having a search made for, or obtaining 40.00 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	
for any other document	40.00
in addition to costs exceeding £5.00	

PART V
ESTATES

36. Administering in full or in part, 2% rounded to the nearest 10.00 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	
but with a fee, where a local lawyer is 45.00 employed and the matters or things to be done by the consular officer are nominal, of	

PART VI
ATTENDANCES

37. Attending (except in connection with 30.00 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 except that where two or more persons are sitting examinations at the same time the fee may be apportioned between them	
(b) (b) during customary business 35.00 hours but elsewhere than at the consular premises	
(c) (c) outside customary business 40.00 hours—at the consular premises or residence	

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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—	120.00
(a) for the first two hours or less on the first day	
(b) (b) for the first two hours or less on each subsequent day	85.00
(c) (c) for each additional hour on any day	35.00
39. Providing evidence of service or attempted service	45.00
in addition to fee 37 or 40	
40. Providing the services of a consular officer or consular employee—	30.00
(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 hour or less	
(b) (b) to effect or endeavour to effect service of a document, for each hour or shorter period elsewhere than at the consular premises—	30.00
during customary business hours	
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, where necessary, certifying the	45.00

accuracy of a translation accompanying the document

PART VIII REPATRIATION AND FINANCIAL ASSISTANCE

42. Arranging the repatriation of a person 45.00
or a group of persons of the same family and
travelling together

43. Arranging for currency to be made 25.00
available against the 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

in addition to fee 37 where applicable

PART IX SHIPPING, SEAMEN AND KINDRED MATTERS

44. Granting or considering whether to grant 100.00
a provisional certificate of registry—

- (a) where the owner is a private individual
- (b) (b) where the owner is a body 230.00
corporate

45. Receiving a return of the birth or death 25.00
of any person on board a ship and endorsing the
agreement with the crew accordingly

46. Examining or arranging for the 60.00
examination of provisions or water, payable by
the party who proves to be in default

in addition to the cost, if any, of survey

47. Noting a marine protest and furnishing 45.00
one certified copy if required

for every further copy 25.00

48. Extending a marine protest, filing the 120.00
original and furnishing one certified copy if
required—

- (a) for any number of words up to 200,
excluding the declaratory clause
- (b) (b) for every subsequent 100 words 25.00
or less

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in addition to fees 1 and 3 where applicable

49. Making a request, or issuing or arranging 30.00
for the issue of a 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**(14)** (SOLAS) or of the International Convention for the Prevention of Pollution from Ships 1973**(15)** as modified by its Protocol of 1978**(16)** (MARPOL)
- (b) (b) for any other purpose 120.00

in addition to fee 6 where applicable

50. Issuing a bill of health 45.00

51. Preparing or signing, or both, any 40.00
document, whether required by the Merchant Shipping Acts or by the local authorities, relating to the master or the members of the crew or a ship, to their numbers, names or other details, or to their engagement, discharge, desertion or death

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**(17)**

52. Signing and, if required, sealing any 40.00
document at the request of the master of the ship

except where—

- (a) this is required under the Merchant Shipping Acts, or
- (b) fee 51 is taken

53. Inspecting— 30.00

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

except where fee 51 is taken in addition to fee 37 30.00

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

in addition to fee 37.

(14) Cmnd. 7874.
(15) Cmnd. 5748.
(16) Cmnd. 7437.
(17) 1970 c. 36.

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EXPLANATORY NOTE

(This note is not part of the Order)

This Order revokes and replaces the Consular Fees Order 1989 and subsequent amending Orders. It increases some consular fees by amounts that are intended to meet, to some extent, the increase in the cost of providing the services. The increase is a step towards eventual full cost recovery. The average increase is approximately 50 per cent.