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STATUTORY INSTRUMENTS

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**1995 No. 1617**

**DIPLOMATIC SERVICE**

**The Consular Fees Order 1995**

*Made* - - - - - *28th June 1995*  
*Coming into force* - - - - - *20th July 1995*

At the Court at Buckingham Palace, the 28th day of June 1995

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 1995 and shall come into force on 20th July 1995.

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 in the administrative or technical service of the consular post or diplomatic mission;
- (c) “consular premises” means the building 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 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

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(1) 1980 c. 23.

(2) 1892 c. 23.

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

4. The following Orders are hereby revoked—

The Consular Fees Order 1994<sup>(4)</sup>

The Consular Fees (Amendment) Order 1994<sup>(5)</sup>.

*N. H. Nicholls*  
Clerk of the Privy Council

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<sup>(3)</sup> 1906 c. 40.

<sup>(4)</sup> S.I.1994/2793.

<sup>(5)</sup> S.I. 1994/3202.

SCHEDULE

TABLE OF CONSULAR FEES

PART I

Notarial and Kindred Matters

Fee	£
<b>1.</b> Preparing any certificate, declaration or document not otherwise provided for—	
(a) (a) in standard form, per copy	25.00
(b) (b) not in standard form, per 100 words—	
(i) in English ... ..	25.00
(ii) in any other language ... ..	40.00
<b>2.</b> 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	
<b>3.</b> —	10.00
(1) Attesting or legalising a signature or seal	
except where—	
(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 ... ..	25.00
except where	
(a) the oath, declaration or affirmation is made under the Merchant Shipping	

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Fee	£
Acts or in connection with the loss of a passport, or (b) fee 20, 25, 26, 28, 37 or 38 is to be taken	
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 ... ..	4.00
6. Making or verifying (including certifying where necessary) a copy of a document—	
(a) (a) in typescript or made by photographic process outside the consular premises, for each page ... ..	25.00
(b) (b) by photographic process, if the copy is made in the consular premises, for each page (with a minimum charge of £15.00) ... ..	3.00
7. Uniting documents and sealing the fastening (except where fee 38 is applicable), or affixing a photograph to a document not prepared by the consular officer and if necessary certifying it (except where fee 18 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(6) and 1913(7)—	
for every page ... ..	20.00
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) (a) from or into Amharic, Chinese, Japanese or Korean (three Japanese Kana being counted as one character when used independently) ... ..	40.00
(b) (b) from or into any other language	25.00

(6) 1890 c. 37.  
(7) 1913 c. 16.

Fee	£
except where fee 28 or 40 is to be taken	
<b>11.</b> Translating and interpreting viva voce (except where necessary for the performance of official duties)— for every 15 minutes ... ..	18.00

## PART II

### Passports, Visas and Kindred Material

<b>12.</b> 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
<b>13.</b> 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
<b>14.</b> —	12.00
(1) 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
<b>15.</b> Issuing a collective passport ... ..	40.00
<b>16.</b> Amending an existing passport by adding the particulars of a child or children ... ..	5.00
<b>17.</b> 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
<b>18.</b> 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	5.00
<b>19.—</b> (1) Receiving an application for—	
(a) (a) entry clearance (other than for the United Kingdom or a dependency of the United Kingdom) ... ..	20.00

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- (b) (b) entry clearance for a 20.00  
dependency of the United Kingdom
- (2) Preparing or forwarding, or both, any 20.00  
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) ... ..
- (3) Preparing or forwarding, or both, an 30.00  
application for registration or naturalisation to  
the Home Office ... ..
- 20.** 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 ... ..
- 21.—(1)** Receiving, outside the United  
Kingdom, an application for
  - (a) (a) a visa for passing through the 12.50  
United Kingdom without entering it,  
where the applicant is under 25 years  
of age ... ..
  - (b) (b) a visa for passing through the 25.00  
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,

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valid in each case in accordance with the following specified conditions	
for one entry where the applicant is under 25 years of age ... ..	16.50
for one entry where the applicant is 25 years of age or over ... ..	33.00
for multiple entries, valid for six months from the date of issue ... ..	45.00
for multiple entries, valid for one year from the date of issue ... ..	55.00
for multiple entries, valid for two years from the date of issue ... ..	65.00
for multiple entries, valid for five years from the date of issue ... ..	130.00
(i) for settlement ... ..	145.00
(ii) for marriage ... ..	145.00
(iv) for any purpose other than those listed in sub-paragraphs (i) to (iii) above ... ..	50.00
(d) (d) a certificate of entitlement to the right of abode ... ..	145.00
(e) (e) a confirmation of the right of abode ... ..	145.00

or such sums (being the equivalent of fees charged by the authorities or 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 20.00

**22.** 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 ... .. 25.00

except where fee 24 is to be taken

**23.** Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of a dependency of the United Kingdom 25.00

except where fee 24 is to be taken

**24.** Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book ... .. 20.00

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in addition to fee 19 where applicable

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### PART III MARRIAGES, BIRTHS AND DEATHS

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- 25.** Receiving notice of an intended marriage 35.00
- 26.** Solemnising or attending a marriage 70.00  
under the Foreign Marriage Acts 1892 to 1947  
(as amended)<sup>(8)</sup>, administering oaths to the  
parties and registering the marriage ... ..
- 27.** Issuing in English or in the local language 35.00  
a certificate that no impediment to an intended  
marriage has been shown to exist ... ..
- 28.** Transmitting a record of a marriage under 40.00  
the local law to the appropriate Registrar General  
in accordance with Article 7(1) of the Foreign  
Marriage Order 1970<sup>(9)</sup>, including the provision  
of any necessary certification ... ..
- 29.** Issuing a “certificat de coutume” for an 35.00  
intended marriage in accordance with the local  
law ... ..
- 30.** Registering a birth or death ... .. 45.00
- 31.** Making an addition to or correction in the 30.00  
consular register of births, deaths or marriages at  
the request of the parties concerned ... ..
- 32.** Furnishing a certified copy of an entry 25.00  
in the consular register of births, deaths or  
marriages ... ..

in addition to fee 33 where applicable

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### PART IV SEARCHES

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- 33.** Making a search in—
- (a) (a) the consular registers of births, 25.00  
deaths or marriages where the number  
or date of entry is not provided ... ..

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<sup>(8)</sup> 1892 c. 23, 1934 c. 13, 1947 c. 33, 1988 c. 44.

<sup>(9)</sup> S.I. 1970/1539.



- (b) (b) any other records or archives 40.00  
of Her Majesty's Government in the  
United Kingdom ... ..

in addition to fee 32 where applicable

- 34.** Having a search made for, or obtaining 60.00  
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 or for any other document

in addition to costs exceeding £5.00

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## PART V ESTATES

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- 35.** 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 £1,000, 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 ... ..

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## PART VI ATTENDANCES

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- 36.** 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) (a) at the consular premises or 50.00  
elsewhere during customary business  
hours ... ..

except that where the attendance is  
for the purpose of supervising an  
examination and two or more persons  
are sitting examinations at the same  
time the fee may be apportioned  
between them;

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- (b) (b) at the consular premises or 65.00  
elsewhere outside customary business  
hours ... ..
  - with a maximum in any one period of 24 hours 400.00  
for each consular officer of ... ..
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**PART VII**  
**MATTERS RELATING TO LEGAL PROCEEDINGS**

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- 37.** 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) (a) for the first two hours or less on 120.00  
the first day ... ..
    - (b) (b) for each additional hour or less 50.00
  - 38.** Providing evidence of service or 65.00  
attempted service ... ..  
in addition to fee 36 or 39
  - 39.** Providing the services of a consular officer or consular employee—
    - (a) (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 ... .. 50.00
    - (b) (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 ... .. 50.00  
outside customary business hours ... .. 65.00
  - 40.** Forwarding a request to a local authority 60.00  
for the taking of evidence or the service of a document, where necessary, certifying the accuracy of a translation accompanying the document ... ..
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## PART VIII

### REPATRIATION AND FINANCIAL ASSISTANCE

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**41.** Arranging the repatriation of a person 60.00  
or a group of persons of the same family and  
travelling together ... ..

**42.** Arranging for currency to be made 30.00  
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 36 where applicable

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## PART IX

### SHIPPING, SEAMEN AND KINDRED MATTERS

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**43.** Granting or considering whether to grant 200.00  
a provisional certificate of registry, whether the  
owner is a private individual or body corporate

**44.** 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 ... ..

**45.** 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

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

for every further copy ... .. 25.00

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

(a) (a) for any number of words up to 120.00  
200, excluding the declaratory clause

(b) (b) for every subsequent 100 words 25.00  
or less ... ..

in addition to fees 1 and 3 where applicable

**48.** Making a request, or issuing or arranging  
for the issue of a document, in connection with  
a survey of a ship—

(a) (a) for the purposes of the 35.00  
International Convention for the

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Safety of Life at Sea 1974(10)  
(SOLAS) or of the International  
Convention for the Prevention of  
Pollution from Ships 1973 (11) as  
modified by its Protocol of 1978 (12)  
(MARPOL) ... ..

(b) (b) for any other purpose ... .. 120.00

in addition to fee 6 where applicable

49. Issuing a bill of health ... .. 45.00

50. 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 of a  
ship, to their numbers, names or other details,  
or to their engagement, discharge, desertion or  
death ... ..

except where—

(a) fee 44 is taken in addition to fee 36,  
or

(b) a death inquiry is held under  
section 61 Merchant Shipping Act  
1970 (13)

51. Signing and, if required, sealing any 40.00  
documents at the request of the master of the ship

except where—

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

(b) fee 50 is taken

52. Inspecting—

(a) (a) a ship's papers when required 30.00  
to enable a consular officer to do any  
matter or thing in respect of a ship

except where fee 50 is taken in addition to fee  
36

(b) (b) the marking of a ship, 30.00  
irrespective of the number of visits

in addition to fee 36.

(10) Cmnd. 7874.  
(11) Cmnd. 5748.  
(12) Cmnd. 7347.  
(13) 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 1994 and the Consular Fees (Amendment) Order 1994. 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 60 per cent.

The Order also repeals the fee for issuing an excursion document for travel to France (as this document is no longer issued) and makes new provision for the issuing of a multiple entry clearance valid for one year.