Australian Government
Department of Foreign Affairs and Trade

Document legalisation request form effective from 1 January 2017

This document contains important information about the document legalisation process. Please read it carefully before completing the Document legalisation request form.

For detailed information, please visit our website:
smartraveller.gov.au/services/legalising-documents.html

The Department of Foreign Affairs and Trade (DFAT) provides the following legalisation services in Australia:

- **Authentications**
- **Apostilles**
- **Certificates of No Impediment to Marriage (CNIs**).

Authentication and Apostilles

Foreign governments sometimes need proof that the signatures of Australian officials on public documents are genuine before they can be accepted. DFAT will certify that a signature, stamp or seal on an official Australian public document is genuine by checking it against a specimen held on file, and provide a certificate (stamp) in the form of an 'Authentication' or an 'Apostille' stating certain facts. The Authentication or Apostille is then signed by DFAT staff and sealed with a wet and a dry seal. Private documents and copies that have been certified by an Australian Notary Public can also be presented to us for an Authentication or an Apostille.

- You should check first with the Embassy or Consulate of the country in which you will present your document (s) whether you require EITHER an Authentication OR an Apostille. The DFAT website provides a list of foreign Embassies and Consulates in Australia to assist you to confirm these requirements.

As a general rule, countries that are party to the *1961 Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents* require an **Apostille** on documents that qualify as Australian public documents. These countries include Italy, Croatia, Greece, the Netherlands, Israel, South Korea and many others. A full list of countries that are party to this Convention can be found at the Hague Conference on Private International Law website.

Documents going to countries that are not party to the Hague Convention generally require an **Authentication**. These countries include China, the UAE, Iraq, and many others.

- Our staff can only verify the signatures, seals and stamps of Australian government officials, or Australian Notaries Public (not Justices of the Peace or Commissioners for Declarations).
- Where a private document or photocopies of government documents are to be used overseas, they must first be certified by an Australian Notary Public (a specially qualified lawyer) but you should make sure the foreign government will accept a copy. Locations and contact details for Australian Notaries Public are available from the Yellow Pages or Society of Notaries Public (links are available at Smartraveller **smartraveller.gov.au**).

Where possible, documents will be processed on the same business day and either made available for collection at the time of lodgement, or shortly after. Where this is not possible, we will notify you and either keep the document for collection the next business day, or offer to post it to your nominated address.

Other services we provide

Certificates of No Impediment (CNI)

If you intend to marry overseas you should check first with the relevant foreign Embassy or Consulate to confirm whether a CNI is required, if it can be issued from within Australia and if it needs any additional legalisation (Authentication or Apostille). Many foreign authorities will only accept CNIs issued by the Australian Embassy, High Commission or Consulate within their country.

Further information, including the CNI application form and the list of supporting documents required, is available on the Smartraveller website. You should ensure you submit all relevant supporting documentation for your application. We will not accept incomplete applications.

While every care has been taken in preparing this form, DFAT cannot accept liability for any injury, loss or damage arising in respect of any statement contained herein.
Personal information provided to the Department of Foreign Affairs and Trade (DFAT) is protected by law, including the Privacy Act 1988. DFAT's privacy policy can be accessed at www.dfat.gov.au/privacy.html. Information about how we collect, use, disclose and store personal information is contained in our Consular Privacy Collection Statement. Copies are available at www.dfat.gov.au/about- us/corporate/Pages/consular-privacy-collection-statement.aspx

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What do I need to do to obtain an apostille or an authentication?

Type of Australian Document	What you should do before lodgement
Government documents - An **original** Government document with a signature or seal such as a birth, marriage or death certificate, issued by a state Registry of Births Deaths and Marriages, a divorce certificate or other document stamped by an Australian court, an Australian citizenship certificate or International Movement Record stamped or signed by the Department of Immigration and Border Protection or a police records check issued by the Australian Federal Policy or an Australian state police force. **Public Tertiary Education documents** – An original public tertiary education document with a signature and seal such as TAFE, CIT or any other public technical institution.	You can submit the **original** document to DFAT in Australia or at one of our missions overseas.
Private documents including private education institution documents, contracts, wills, powers of attorney.	An **original** private document must be notarised by an Australian Notary Public before lodgement as they are not public documents.
University documents including degrees, awards, transcripts, certificates and letters	An **original** university degree, award or transcript which bears the signature/seal of the university must be: • verified and signed as a **'true and accurate record'** by the student administration office of the issuing institution; or • the award must be verifiable through the university website. You can lodge your document with the result of your online award verification printed from the website.
Primary and secondary education documents	An **original** certificate, transcript or letter must be: • signed by an authorised officer of the issuing State/Territory education authority (eg Department of Education, State Curriculum and Assessment Authority, Board of Senior Secondary Studies) ;or • notarised by an Australian Notary Public prior to lodgement.
Photocopies of documents	A **photocopy** of any of the above documents must be notarised by an Australian Notary Public before lodgement.
Translations of documents	• A translation must be completed, certified and signed by a translator accredited by the National Accreditation Authority for Translators and Interpreters LTD (NAATI). The translator must sign and stamp (with a NAATI approved stamp) both the original document, and the translated document, and certify that it is a 'true and accurate translation of the text provided in the attached'. • Documents prepared by an Australian Notary Public in a language other than English or translations certified by an Australian notary Public can be submitted without further requirements.

What do I need to do to obtain a Certificate of no Impediment to Marriage?

- Fill the Certificate of no Impediment to Marriage form available to download from the Smartraveller website under *Legalising documents> Services we provide in Australia or Legalising documents>* Services we provide overseas.
- Both applicants will need to provide supporting documents to the application. You can find additional information on the type of documents that may be required at the above links.

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How much will it cost?

Authentication	Apostille	Certificate of No Impediment
• A$80**	• A$80**	• A$140

** We may **bind** together multiple page or double sided documents at no extra cost. To bind documents together we will need to punch a small hole through the papers so we can insert our binding ribbon. Pages, once bound together, cannot be separated.

How to lodge documents

Legalisation requests can be lodged by mail to the addresses below. Alternatively documents can be presented in person at locations indicated below by appointment. To make an appointment, telephone 1300 935 260.

Payment must be received for services at the time of lodgement with a completed form. Either you or someone you nominate can lodge and collect on your behalf. Payment in Australia is by EFTPOS or credit card (Visa or MasterCard) only. Cash is not accepted in Australian Passport Offices.

Where possible, documents will be processed on the same business day and either made available for collection at the time of lodgement, or shortly after. Where this is not possible, we will notify you and either keep the document for collection the next business day, or offer to post it to your nominated address.

Lodging your form through the mail

Melbourne	Sydney
Australian Passport Office Authentications Section GPO Box 2239 MELBOURNE VIC 3001	Australian Passport Office Authentications Section GPO Box 2239 SYDNEY NSW 2001

Lodging your form in person by appointment only (Telephone 1300 935 260)

Adelaide Passport Office 5th Floor Allianz House 55 Currie Street Adelaide SA 5000 8.30am to 1.00pm – normal business days Appointment necessary.	**Hobart Passport Office** Level 1 111 Macquarie Street Hobart TAS 7000 8.30am to 1.00pm – normal business days Appointment necessary.
Brisbane Passport Office Level 17 150 Charlotte Street Brisbane Qld 4000 8.30am to 1.00pm – normal business days Appointment necessary.	**Melbourne Passport Office** Level 2 Collins Square 747 Collins Street Melbourne VIC 3000 8.30am to 1.00pm – normal business days Appointment necessary.
Canberra Passport Office R G Casey Building Sydney Avenue Barton ACT 8.30am to 1.00pm – normal business days Appointment necessary.	**Perth Passport Office** Level 17 Exchange Tower Sherwood Court Perth WA 6001 8.30am to 1.00pm – normal business days Appointment necessary.
Darwin Passport Office 5th Floor, Northern Territory House 22 Mitchell Street Darwin NT 0800 8.30am to 1.00pm – normal business days Appointment necessary.	**Sydney Passport Office** Level 7 26 Lee Street Sydney NSW 2000 8.30am to 1.00pm – normal business days Appointment necessary.

If you have further enquiries or require an appointment

Email	Telephone
Authentications@dfat.gov.au	1300 935 260

Document Service Request and Payment Form

This form can be completed electronically on screen, printed and submitted. If you choose to print and fill out this form by hand Use **BLACK PEN** and print within the boxes in B L O C K L E T T E R S

1. YOUR DETAILS

Family name/Company

Given names

Contact email address

Contact telephone

Postal address

Unit or house number and street or rural address

City

Suburb

State/Territory

Post/zip code

International contact details – if applicable

Country

International telephone number

2. TYPE OF DOCUMENTS

e.g. Birth certificate

3. COUNTRY OR CONSULATE WHERE YOUR DOCUMENT(S) WILL BE PRESENTED

e.g. Italian Embassy, UAE, Greece (must be a country other than Australia)

4. THE SERVICE YOU ARE REQUESTING

Number of Apostilles

A$80 (each) = A$

Number of Authentications

A$80 (each) = A$

Number of Certificates of No Impediment to Marriage

A$140 (each) = A$

5. HOW DO YOU WANT YOUR DOCUMENTS RETURNED

- ☐ I, or my representative, will collect the documents — *No charge*
- ☐ I have provided a stamped, self-addressed envelope — *No charge*
- ☐ Post my document by regular mail (domestic) or regular Air Mail (international) — *No charge*

Express International delivery – Prepaid envelopes* ** *Service available only for requests submitted by mail. See page 6 for full zone listing*

☐ Zone 1: A$25.87	☐ Zone 2: A$36.05	☐ Zone 3: A$36.95
☐ Zone 4: A$37.88	☐ Zone 5: A$38.83	☐ Zone 6: A$41.58
☐ Zone 7: A$42.62	☐ Zone 8: A$50.51	☐ Zone 9: A$53.03

We accept no responsibly for documents in transit when using regular mail (domestic or international).If your document is lost or damaged in transit, you may be entitled to compensation from Australia Post depending on the service that was used to send it. Refer to the Australia Post website for more information **www.auspost.com.au**

*** Prepaid envelope prices include administration and handling fees.

6. CREDIT CARD AUTHORISATION

STOP **Credit card details and authorisation information should only be completed if you are lodging this form through the mail. Only VISA and MasterCard credit cards are accepted.**

☐ VISA ☐ MasterCard

Credit card number

Card Expiry date /

CCV number *(on reverse)*

Authorised amount for all services *(plus postage)*

A$.

Cardholder's Signature

OFFICE USE ONLY

CIS entry

Family name/Company

Given names

Receipt number

CIS entry finalised and receipt number entered? ☐

I warrant the cardholder as stated above, authorised a credit card payment as per the attached receipt.

The transaction was approved?: *(cross as appropriate)* ☐ YES ☐ NO

Signature of payment processing officer

Date: / /

Signature by client on collection – when required

Date: / /

International delivery
Charging zones

Economy Air Letter zones align to the below charging zones for Parcels as follows:
NZ = Zone 1, Asia Pacific = Zones 2,3 & 5, Rest of World = Zones 4, 6, 7 & 9

Destination country	Zones
Arab Emirates	Zone 9
Argentina	Zone 9
Austria	Zone 8
Bahrain	Zone 9
Belgium	Zone 8
Brazil	Zone 8
Brunei Darussalam	Zone 5
Cambodia	Zone 5
Canada	Zone 4
Chile	Zone 9
China	Zone 2
Cook Islands	Zone 5
Croatia	Zone 8
Cyprus	Zone 8
Czech Republic	Zone 8
Denmark	Zone 8
Estonia	Zone 8
Fiji	Zone 5
Finland	Zone 8
France	Zone 7
French Polynesia	Zone 5
Germany	Zone 7
Greece	Zone 8
Hong Kong	Zone 3
Hungary	Zone 8
India	Zone 3

Destination country	Zones
Indonesia	Zone 3
Iran, Islamic Republic Of	Zone 9
Ireland	Zone 6
Israel	Zone 9
Italy	Zone 7
Japan	Zone 3
Kenya	Zone 9
Korea, Republic Of	Zone 3
Kuwait	Zone 9
Lao People's Democratic Republic	Zone 5
Macedonia, The Former Yugoslav Republic Of	Zone 8
Malaysia	Zone 3
Malta	Zone 8
Mauritius	Zone 9
Mexico	Zone 9
Myanmar	Zone 5
Nauru	Zone 5
Nepal	Zone 5
Netherlands	Zone 7
New Caledonia	Zone 5
New Zealand	Zone 1
Nigeria	Zone 9
Norway	Zone 7
Pakistan	Zone 5
Papua New Guinea	Zone 5
Peru	Zone 9

Destination country	Zones
Philippines	Zone 5
Poland	Zone 8
Portugal	Zone 8
Qatar	Zone 9
Romania	Zone 8
Russian Federation	Zone 8
Samoa	Zone 5
Saudi Arabia	Zone 9
Serbia	Zone 8
Singapore	Zone 3
Slovenia	Zone 8
Solomon Islands	Zone 5
South Africa	Zone 8
Spain	Zone 7
Sri Lanka	Zone 5
Sweden	Zone 7
Switzerland	Zone 7
Taiwan, Province Of China	Zone 3
Thailand	Zone 3
Tonga	Zone 5
Turkey	Zone 8
Ukraine	Zone 8
United Kingdom	Zone 6
United States	Zone 4
Vanuatu	Zone 5
Vietnam	Zone 3

The above countries together account for the majority of outgoing international mail.
For complete country zoning information ask at your local post office or visit **auspost.com.au/international**.