
STATUTORY INSTRUMENTS

1999 No. 3132

DIPLOMATIC SERVICE

The Consular Fees (No. 2) Order 1999

Made - - - - 24th November 1999

Coming into force - - 16th December 1999

At the Court at Buckingham Palace, the 24th day of November 1999

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 (No. 2) Order 1999 and shall come into force on 16th December 1999.

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

(1) 1980 c. 23.

(2) 1892 c. 23.

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

4. The Consular Fees Order 1999⁽⁴⁾ is hereby revoked.

A.K. Galloway
Clerk of the Privy Council

⁽³⁾ 1906 c. 40.
⁽⁴⁾ S.I.1999/655.

SCHEDULE

TABLE OF CONSULAR FEES

PART I

NOTARIAL AND KINDRED MATTERS

<i>Fee</i>	<i>£</i>
1. Preparing any certificate, declaration or document not otherwise provided for—	20.00
(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 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.	10.00
3. —	12.00
(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 the annuities granted direct by the National Debt Commissioners.	
(2) Administering an oath or receiving a declaration or affirmation except where—	30.00
(a) the oath, declaration or affirmation is made under the Merchant Shipping Act or in connection with the loss of a passport, or	

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<i>Fee</i>	<i>£</i>
(b) fee 19, 24, 25, 27, 36 or 37 is to be taken.	
4. Supplying witnesses, for each witness	12.00
5. Initialling alterations in any document not prepared by the consular officer or marking exhibits, for each initialling or marking	6.00
6. Making or verifying (including certifying where necessary) a copy of a document—	20.00
(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 £15.00)	3.00
7. Uniting documents and sealing the fastening (except where fee 37 is applicable), or affixing a photograph to a document not prepared by the consular officer and if necessary certifying it (except where fee 17 is applicable)	12.00
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(5) and 1913(6)—for every page	35.00
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 <i>Kana</i> being counted as one character when used independently)	
(b) (b) from or into any other language except where fee 27 or 39 is to be taken.	25.00
11. Translating and interpreting <i>viva voce</i> (except where necessary for the performance of official duties)—for every 15 minutes	18.00

(5) 1890 c. 37.

(6) 1913 c. 16.

PART II

PASSPORTS, VISAS AND KINDRED MATTERS

12. Issuing a passport of not more than 28.00
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—

- (a) for applications made by post in the
UK
 - (i) where the applicant is aged 16
years or over
 - (ii) where the applicant is under 16 years old 14.80
(for a passport valid for 5 years)
- (b) (b) for applications made in person 40.00
in the UK
 - (i) where the applicant is aged 16
years or over
 - (ii) where the applicant is under 16 years old 26.80
(for a passport valid for 5 years)
- (c) (c) for applications made abroad 49.00
 - (i) where the applicant is aged 16
years or over
 - (ii) where the applicant is under 16 years old 29.00
(for a passport valid for 5 years)

13. Issuing a passport of 48 pages which 38.00
includes replacing an expired passport, and
issuing a new passport of full validity when
an original passport of restricted validity is
unavailable—

- (a) for applications made by post in the
UK
 - (b) (b) for applications made in person 50.00
in the UK
 - (c) (c) for applications made abroad 60.00
- 14.** Issuing a collective passport— 40.00
- (a) for applications made by post in the
UK
 - (b) (b) for applications made in person 52.00
in the UK
 - (c) (c) for applications made abroad 50.00

15. Amending or extending an existing 17.00
passport

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- (a) for applications made by post in the UK
 - (b) (b) for applications made in person 29.00
in the UK
 - (c) (c) for applications made abroad 40.00
- 16.** Extending a passport to 10 years validity 0.00
where the holder was under 16 years of age at the time of issue of the existing passport and the passport was issued for an initial 5 year period before 26th March 1998–
- (a) for postal applications in the UK
 - (b) (b) for applications made in person 12.00
in the UK
 - (c) (c) for applications made abroad 0.00
- 17.** [WITHDRAWN]
- 18.** — 20.00
- (1) Receiving an application for–
 - (a) entry clearance (other than for the United Kingdom or a dependency of the United Kingdom)
 - (b) (b) entry clearance for a 20.00
dependency of the United Kingdom
 - (2) Preparing or forwarding, or both, any 35.00
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 35.00
application for registration or naturalisation to the Home Office
- 19.** Issuing and, where required, preparing 30.00
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
- 20.** — 25.00

- (1) Receiving, outside the United Kingdom, an application for
- (a) a visa for passing through the United Kingdom without entering it
 - (b) (b) entry clearance: 33.00
 - (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 the sub-paragraph (a) above applies,
 - as an “au pair”,
 - for a working holiday,
 - valid in each case in accordance with the following specified conditions
 - for one entry
 - 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 80.00
 - (ii) for settlement 240.00
 - (iii) for marriage 240.00
 - (iv) for any purpose other than those listed in sub-paragraphs (i) to (iii) above 50.00
 - (c) (c) a certificate of entitlement to the right of abode 100.00
- or such sums (being the equivalent of fees charged by the authorities or any State for receiving or granting an application for an entry

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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

21. 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 23 is to be taken. 35.00

22. Renewing a Travel Certificate, a certificate of identity or other travel document on behalf of a dependency of the United Kingdom except where fee 23 is to be taken. 35.00

23. Revalidating or renewing a Seaman's Certificate of Nationality and Identity or a Seaman's Identity Book in addition to fee 18 where applicable. 35.00

PART III

MARRIAGES, BIRTHS AND DEATHS

24. Receiving notice of an intended marriage 35.00

25. Solemnising or attending a marriage under the Foreign Marriage Acts 1892 to 1947 (as amended)⁽⁷⁾, administering oaths to the parties and registering the marriage 75.00

26. Issuing in English or in the local language a certificate that no impediment to an intended marriage has been shown to exist 35.00

27. 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⁽⁸⁾, including the provision of any necessary certification 20.00

28. Issuing a "certificate de coutume" for an intended marriage in accordance with the local law 35.00

29. Registering a birth or death in addition to fee 31 where applicable. 55.00

⁽⁷⁾ 1892 c. 23, 1934 c. 13, 1947 c. 33, 1988 c. 44.

⁽⁸⁾ S.I. 1970/1539.

- 30.** Making an addition to or correction in the consular register of births, deaths or marriages at the request of the parties concerned 20.00
- 31.** Furnishing a certified copy of an entry in the consular register of births, deaths or marriages in addition to fee 32 or fee 29 where applicable. 35.00
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PART IV SEARCHES

- 32.** Making a search in— 35.00
- (a) the consular registers of births, deaths or marriages where the number or date of entry is not provided
- (b) (b) the records of the United Kingdom Passport Agency where the request originates in the UK. 10.00
- (c) (c) any other records or archives of Her Majesty's Government in the United Kingdom 72.00
- in addition to fee 31 where applicable.
- 33.** Having a search made for, or obtaining 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. 72.00
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PART V ESTATES

- 34.** 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, 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...2% rounded to the nearest £10.00 but with a fee, where a local lawyer is employed and the matters or things to be done by the consular officer are nominal, of 45.00
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PART VI ATTENDANCES

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- 35.** Attending (except in connection with 72.00 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 or 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;
 - (b) (b) at the consular premises or 72.00 elsewhere outside customary business hours
- with a maximum in any one period of 24 hours 520.00 for each consular officer of
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PART VII MATTERS RELATING TO LEGAL PROCEEDINGS

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- 36.** Presiding at the taking of evidence under 144.00 a commission or order from a Court, including any matter or thing done by the consular officer as examiner—
- (a) for the first two hours or less on the first day
 - (b) (b) for each additional hour or less 72.00
- 37.** Providing evidence of service or 72.00 attempted service in addition to fee 35 or 38.
- 38.** Providing the services of a consular 72.00 officer or consular employee—
- (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 72.00 service of a document, for each hour or shorter period elsewhere than at the consular premises—

during customary business hours
outside customary business hours 90.00

39. Forwarding a request to a local authority 72.00
for the taking of evidence or the service of
a document, where necessary, certifying the
accuracy of a translation accompanying the
document

PART VIII

REPATRIATION AND FINANCIAL ASSISTANCE

40. Arranging the repatriation of a person 72.00
or a group of persons of the same family and
travelling together

41. Arranging for currency to be made 36.00
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 35 where applicable.

PART IX

SHIPPING, SEAMEN AND KINDRED MATTERS

42. Granting or considering whether to grant 210.00
a provisional certificate of registry, whether the
owner is a private individual or body corporate

43. Receiving a return of the birth or death 30.00
of any person on board a ship and endorsing the
agreement with the crew accordingly

44. Examining or arranging for the 30.00
examination of provisions or water, payable by
the party who proves to be in default in addition
to the cost, if any, of survey.

45. Noting a marine protest and furnishing 25.00
one certified copy if required

for every further copy 25.00

46. Extending a marine protest, filing the 60.00
original and furnishing one certified copy if
required—

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

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

in addition to fees 1 and 3 where applicable.

47. Making a request, or issuing or arranging 40.00
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**(9)** (SOLAS) or of
the International Convention for the
Prevention of Pollution from Ships
1973**(10)** as modified by its Protocol
of 1978**(11)** (MARPOL)

(b) (b) for any other purpose 72.00
in addition to fee 6 where applicable.

48. Issuing a bill of health 25.00

49. 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 43 is taken in addition to fee 35,
or

(b) a death inquiry is held under
section 271 of the Merchant Shipping
Act 1995**(12)**.

50. 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 49 is taken.

51. 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 49 is taken in addition to fee
35.

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

(9) Cmnd. 7874.

(10) Cmnd. 5748.

(11) Cmnd. 7347.

(12) 1995 c. 21.

in addition to fee 35

EXPLANATORY NOTE

(This note is not part of the Order)

This Order revokes and replaces the Consular Fees Order 1999.

The Order sets out the fees to be charged for consular services. The overall effect is to continue the drive towards full cost recovery for fee-bearing consular services by revising charges for passport services.

Overseas passport fees are raised from £43 to £49 (standard adult passport), and from £50 to £60 (48 page passport). The fee for amending an existing passport will be increased from £30 to £40. Children's passports, valid for five years, will be issued at an increased cost of £29 rather than £25. The fee for an emergency passport will be increased from £20 to £30.

Home passport fees are raised from £21 to £28 (postal applications for standard passport), and from £31 to £40 (personal applications for standard passport). The fee for amending an existing passport will be increased from £11 to £17 (postal applications), and from £21 to £29 (personal applications). The fee for a 48 page passport will be increased from £31 to £38 (postal applications) and from £41 to £50 (personal applications). Children's passports, valid for five years, will be issued at an increased cost of £14.80 rather than £11 (postal applications) and £26.80 compared to £21 (personal applications). The fee for extending a five year children's passport issued before 26th March 1998 for another five years will increase from £10 to £12 when such an application is made in person. The fee for a collective passport will be increased from £50 to £52 where an application is made in person.