



Australian Government

Department of Foreign Affairs and Trade

**NOTARIAL REQUEST AND PAYMENT FORM**

*Please type or complete in block letters*

<b>Given Name:</b>		<b>Surname:</b>	
<b>Address:</b>		<b>Mailing address if different:</b>	
<b>Contact Number:</b>		<b>Email address:</b>	
<b>Foreign Country or Embassy your document is for:</b>		<b>Type of document:</b>	
<b>Type of Notarial Service Request:</b> <i>If multiple services are required, write amount in each box (eg 1,2,3 etc)</i>			
<input type="checkbox"/> Authentication – single page \$20.00	<input type="checkbox"/> Apostille – single page \$60.00	<input type="checkbox"/> Certificate of No Impediment \$90.00	
<input type="checkbox"/> Authentication – binding* \$40.00	<input type="checkbox"/> Apostille – binding* \$80.00		
<small>*Binding is for multiple page documents - applicable only if all pages bear the same signature and stamp/seal or are legally bound by a Notary</small>			
<b>Delivery Options:</b>			
<input type="checkbox"/> Regular Post (No charge)	<input type="checkbox"/> Regular International Airmail (No charge)	<input type="checkbox"/> Collect	
<input type="checkbox"/> Express/Registered Post (Client to provide envelope)	<input type="checkbox"/> International Express Post (Additional \$22 – DFAT will provide envelope)	<input type="checkbox"/> Courier to collect	
<b>Total payment (including \$22 for International Express Post if requested):</b>		<b>\$</b>	
<b>Method of Payment:</b> <i>We only accept the following payment methods</i>			
<input type="checkbox"/> Australian Money Order	<input type="checkbox"/> Australian Bank cheque <small>(Personal cheques are <u>not</u> accepted)</small>	<input type="checkbox"/> Company cheque	<input type="checkbox"/> Credit card <small>(MasterCard/Visa only)</small>
<b>Credit Card Authorisation:</b>			
		<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<b>Credit Card Holder's Name (as on the card):</b>		<b>Credit Card Number:</b>	
<b>Expiry Date:</b>		<b>Signature of Card Holder:</b>	
<b>CVC:</b>			
<b>Authorised amount:</b>	<b>\$</b>		
<b>Specific instructions or comments:</b>			

**Postal address:**  
 Department of Foreign Affairs and Trade  
 Authentications Section  
 GPO Box 9807  
 Sydney NSW 2001

**Contact:**  
 t: +612 9207 6904  
 f: +612 9207 6908  
 e: notarialsnsw@dfat.gov.au  
 w: dfat.gov.au/sydney/authentications.html