1. Why do I have to have my document further stamped after visiting the Notary?

Most overseas Governments, courts and institutions need proof that Australian documents are genuine before they will accept them. The Australian Department of Foreign Affairs and Trade will certify that a Notarial signature and seal on a document is genuine by checking it against a specimen of the Notary's signature and seal held on file, and then stamping the document with an AUTHENTICATION or APOSTILLE.

2. Which certification stamp do I need? An AUTHENTICATION or an APOSTILLE?

That depends on the country you are dealing with. Countries that are party to the *1961 Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents* require an **APOSTILLE** on documents which qualify as Australian public documents. This includes notarial documents. Documents going to countries that are not party to the Hague Convention usually need to be **AUTHENTICATED**. This includes China, Vietnam, most of the Middle East and many others.

Documents which have been **AUTHENTICATED** require a **THIRD STEP** and must be taken to the relevant consul or embassy to complete legalisation.

You will need to check with your Notary Public or your lawyer overseas as to whether you require an Apostille or Authentication. In some cases Apostilles and Authentications are not required for the Commonwealth countries e.g. UK, New Zealand and Singapore but always check.

3. How do I get an AUTHENTICATION or APOSTILLE?

The notarised document must be provided to the Department of Foreign Affairs and Trade and a fee paid.

4. How much does it cost?

~ **APOSTILLE:** $83 per document

~ **AUTHENTICATION:** $83 per document

~ **BINDING:** Included in above fee

Fees increase on 1 January every year.

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

Processing and lodging requirements.

OVER THE COUNTER BY APPOINTMENT ONLY PHONE 1300 935 260 to make an appointment

Office address:
AUSTRALIAN PASSPORT OFFICE
Level 2, Collins Square
747 Collins Street
MELBOURNE VICTORIA 3000

Office Hours:
8.30am to 1.00pm – Monday to Friday
AN APPOINTMENT IS NECESSARY
CALL 1300 935 260
See website ... http://dfat.gov.au/pages/default.aspx

Through the mail

Postal address:
Australian Passport Office
Authentications Unit
GPO Box 2239
MELBOURNE VICTORIA 3001
Phone: 131 232

Payment Form

This can be found on Google under DFAT Authentication Form.
The cost of returning your document by ordinary post is included in the fee. You will need to include a self-addressed Registered or Express Post envelope if you wish your document to be returned to you via either of these methods.