



Apostille Australia Certificate Service

A division of Red Seal Notary

PHYSICAL | STREET ADDRESS

Level 1, 299 Elizabeth Street, Sydney, NSW 2000 Australia
Telephone: (02) 8815 8181 International: +61 2 8815 8181 Fax: (02) 9387 6710
Email: contactus@apostille.com.au

POSTAL ADDRESS

PO Box K 1328, Haymarket NSW, 1240 Australia



ORDER FORM

We invite you to complete our **Order Form** to assist with your document legalisation requirements, either for an Apostille Certificate, or our Embassy or Consulate Legalisation service. All details supplied are strictly confidential. The completed **Order Form** should accompany your original document or documents that you are forwarding to us, and represents your formal instructions.

Personal Information

Date: / / Full Name (*capitalise surname*):
Company Name (*if applicable*): ABN:
Phone: Fax:
Email: Date of Birth / /

Delivery Details [Your postal (mail) or street address (courier) for return to you of apostilled or legalised documents:]

Title: Name (*individual or business*):
Address (*Street*): City/Town:
State/Province/District: Postcode/Zip Code:
Country: Telephone Nos to assist with delivery:
Australian Express Post (*Mobile phone of Addressee*):
International Courier to individuals (+ *Country Code* + *Mobile/Cell phone of Addressee of person*):
International Courier to businesses (+ *Country Code* + *Land line phone of Addressee of business*):

Important Information

Country where apostilled|legalised document|s will be used or are to operate:

List your document/s that need to be apostilled, or legalised:

Service charges payable: [Refer below]

List any additional Services required, and a quote therefor will be advised by return email:

☐ I accept the terms and conditions of use in placing this order which are published at <http://apostille.com.au/terms.php> in particular refund policy on cancellation of ordered services.

Signature: Date: / /

YOU HAVE COMPLETED THE ORDER FORM... NOW DOWNLOAD, SIGN, ATTACH YOUR DOCUMENTS, AND EITHER COURIER TO OUR STREET ADDRESS OR EXPRESS POST TO OUR POSTAL ADDRESS AS ABOVE

Apostille Australia Certificate Service: Schedule of Fees

(expressed in Australian Dollars [AUD], including all fees & taxes payable, unless stated otherwise)

- \$300.00: Apostille Certificate per document- including current DFAT filing fees
- \$300.00: Authentication Certificate per document- including current DFAT filing fees
- \$350.00: Embassy/Consulate legalisation **PLUS** Embassy/Consulate fees payable (email us for quote)
- \$100.00: Public Notary witness/certification fee per document
- \$350.00: Notarial Certificate notarising more than five (5) pages
- \$250.00: Translation fee per document, **PLUS** translator's fee
- \$150.00: Verification of Public University Degree, Diploma, or Transcript
- \$125.00: DHL Courier delivery of legalised document/s to overseas, including emailed advice of tracking number
- \$20.00: Express Post-delivery of processed document/s within Australia
- \$50.00: Scanning and email service per document

Payment Options

- **Money Order or Cheque** [made payable to Apostille Australia Certificate Service]
- **Australian Internet Bank Transfer** [International Bank Transfer incurs an additional \$25 fee] Commonwealth Bank of Australia:
BSB: 062267 **Account No:** 10134283 **Account Name:** Apostille Australia Certificate Service **Swift Code:** CTBAAU2S
- **Credit Card** [Authorisation Form provided on request]