



Apostille Australia Certificate Service

A division of Red Seal Notary

PHYSICAL | STREET ADDRESS

Retail Office 5, 14-18 Lee Street, Sydney, NSW 2000 Australia
Telephone: (02) 9211 1881 International: +61 2 9211 1881
Mobile: 0418 670 050 Fax: (02) 9211 6166
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:

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

Title: Name:

Street: City/town:

Country: Postcode: Phone:

Important Information

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

Additional contact details in case you cannot be reached:

Name: Phone: Fax:

Email:

List your documents that need to be apostilled, or legalised:

Service charges payable: [Refer below]

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

Signature: Date:

YOU HAVE COMPLETED THE ORDER FORM...NOW DOWNLOAD, 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 and taxes payable, unless stated otherwise)

- \$200.00: Apostille Certificate Service per document [NB for multiple documents (3 or more), 15% discount available on request]
- \$200.00: Authentication Certificate Service per document [NB for multiple documents (3 or more), 15% discount available on request]
- \$100.00: Notary Service per document
- \$350.00: Notarial Certificate, containing no more than three (3) attachments
- \$350.00: Embassy/Consulate Legalisation Service per document...but subject to particular Embassy/Consulate, and its location, plus fees.
- \$250.00: Birth, Death, Marriage, Police, No Impediment Certificate **Services**, plus fees
- \$250.00: Translation Services, comprising no more than two (2) pages, plus translator's fees.
- \$75.00: Courier charges [outside Australia]
- \$10.00: Express Post charges [within Australia]

Payment Options

- **Money Order or Cheque** [made payable to Apostille Australia Certificate Service]
- **Internet Bank Transfer:** Commonwealth Bank of Australia: **BSB:** 062267 **Account No:** 10134283
Account Name: Apostille Australia Certificate Service **Swift Code:** CTBAU2S
- **Credit Card** [Authorisation Form provided on request]