Australian Government
Department of Foreign Affairs and Trade

Document legalisation request form effective 1 January 2026

This document contains important information about the document legalisation process. Please read it carefully before completing all required sections of the Document legalisation request form.

For detailed information, please visit our website: www.smartraveller.gov.au/consular-services/notarial-services

The Department of Foreign Affairs and Trade (DFAT) provides the following legalisation services in Australia:

- **Authentications**
- **Apostilles**
- **Certificates of No Impediment to Marriage (CNIs**).

DFAT cannot advise you which service you require. It is your responsibility to confirm exact requirements with the intended authority.

Authentication and Apostilles

Foreign governments sometimes need proof that the signatures of Australian officials on public documents are genuine before they can be accepted. DFAT will certify that a signature, stamp or seal on an official Australian public document is genuine by checking it against a specimen held on file, and provide a certificate (stamp) in the form of an 'Authentication' or an 'Apostille' stating certain facts. The Authentication or Apostille is then signed by DFAT staff and sealed with a wet and a dry seal. Private documents and copies that have been certified by an Australian Notary Public can also be presented to us for an Authentication or an Apostille.

- **You should check first with the Embassy or Consulate of the country in which you will present your document(s) whether you require EITHER an Authentication OR an Apostille.** The DFAT website provides a list of foreign Embassies and Consulates in Australia to assist you to confirm these requirements.
- Our staff can only verify the signatures, seals and stamps of Australian government officials, or Australian Notaries Public (not Justices of the Peace or Commissioners for Declarations).
- Where a private document or photocopies of government documents are to be used overseas, they must first be certified by an Australian Notary Public (a specially qualified lawyer) but you should make sure the foreign government will accept a copy. Locations and contact details for Australian Notaries Public are available from the Yellow Pages or Society of Notaries Public, links are available at *www.smartraveller.gov.au*

Certificates of No Impediment (CNI)

If you intend to marry overseas you should check first with the relevant foreign Embassy or Consulate to confirm whether a CNI is required, if it can be issued from within Australia and if it needs any additional legalisation (Authentication or Apostille). Many foreign authorities will only accept CNIs issued by the Australian Embassy, High Commission or Consulate within their country.

Further information, including the CNI application form and the list of supporting documents required, is available on the Smartraveller website. You should ensure you submit all relevant supporting documentation for your application. We will not accept incomplete applications.

Whilst every care has been taken in preparing this form, DFAT does not accept liability for any injury, loss or damage arising in respect of any statement contained herein. Personal information provided to the Department of Foreign Affairs and Trade (DFAT) is protected by law, including the *Privacy Act 1988*. Information about how we collect, use, disclose and store this information is available online at www.dfat.gov.au/about-us/corporate/privacy/Pages/privacy. Any documents and information you provide with this form will be used and disclosed for the purpose of legalising those documents and otherwise in accordance with the *Privacy Act 1988*. If you do not provide us with your contact details (including name, address and telephone number), DFAT will be unable to legalise the relevant documents. Further information about how we handle your personal information in connection with our consular services is contained in our Consular Privacy Collection Statement at www.dfat.gov.au/about-us/corporate/consular-privacy-collection-statement

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What do I need to do to obtain an apostille or an authentication?

Type of Australian Document	What you should do before lodgement
Government documents - An **original** Government document with a signature or seal such as a birth, marriage or death certificate, issued by a state Registry of Births Deaths and Marriages, a divorce certificate or other document stamped by an Australian court, an Australian citizenship certificate or International Movement Record stamped or signed by the Department of Home Affairs or a police records check issued by the Australian Federal Police or an Australian state police force. **Public Tertiary Education documents** – An original public tertiary education document with a signature and seal such as TAFE, CIT or any other public technical institution.	You can submit the **original** document to DFAT via the Australian Passport Office in Australia, or at one of our embassies or consulates overseas. Additional Information is available: **Australia** - www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia **Overseas** - www.smartraveller.gov.au/consular-services/notarial-services/documents-overseas
Private documents including private education institution documents, contracts, wills, powers of attorney.	An **original** private document must be notarised by an Australian Notary Public before lodgement as they are not public documents.
University documents including degrees, awards, transcripts, certificates and letters.	An **original** university degree, award or transcript which bears the signature/seal of the university must be: • verified and signed as a **'true and accurate record'** by the student administration office of the issuing institution; or • the award must be verifiable through the university website/online portal (ie My eQuals). Our office will confirm the original source of the document in person and print a copy to be legalised.
Primary and secondary education documents	An **original** certificate, transcript or letter must be: • signed by an authorised officer of the issuing State/Territory education authority (eg Department of Education, State Curriculum and Assessment Authority, Board of Senior Secondary Studies);or • notarised by an Australian Notary Public prior to lodgement.
Photocopies of documents	A **photocopy** of a document must be notarised by an Australian Notary Public before lodgement.
Translations of documents	• A translation must be completed, certified and signed by a translator certified or recognised by the National Accreditation Authority for Translators and Interpreters LTD (NAATI). The translator must include their approved NAATI stamp (which can be a wet ink version with a signature or a digital version with a QR code) on each page of both the copy of the original document, and the translated document. • Documents prepared by an Australian Notary Public in a language other than English or translations certified by an Australian notary Public can be submitted without further requirements.

What do I need to do to obtain a Certificate of No Impediment to Marriage?

- Fill the Certificate of No Impediment to Marriage form available to download from the Smartraveller website:
  - www.smartraveller.gov.au/sites/default/files/2019-10/form-no-impediment-marriage.pdf
- Both applicants will need to provide supporting documents to the application. You can find additional information on the type of documents that may be required on the Smartraveller website:
  - www.smartraveller.gov.au/consular-services/notarial-services/cni

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How much will it cost?

Fees from 1 January 2026*

Authentication	Apostille	Certificate of No Impediment
• A105**	• A$105**	• A$181

*** Important information:** Fees are adjusted annually in line with the Consumer Price Index (CPI) on 1 January each year. The fee payable is determined by the date the service is completed, not when an application is received. **An application received before 31 December but processed after will have an adjusted fee applied.**

** We may bind together multiple page or double sided documents at no extra cost, where there is insufficient space to affix the certificate on the document. To bind documents together we will need to punch a small hole through the papers so we can insert our binding ribbon. Pages, once bound together, cannot be separated.

How to lodge documents

Legalisation requests can be presented in person or lodged by mail. You can make an appointment to attend in person at any of the Australian Passport Office locations across Australia. Book an appointment online at **www.smartraveller.gov.au**. If you would prefer to mail in your application, you can also visit **www.smartraveller.gov.au** for mail-in instructions and postal addresses.

Payment must be received for services at the time of lodgement with a completed form. Either you or someone you nominate can lodge and collect on your behalf. Payment in Australia is by EFTPOS or credit card (Visa or MasterCard) only. Cash is not accepted in Australian Passport Offices.

Lodging your form by mail

To lodge your form by mail, see www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia#mail

Lodging your form in person - by appointment only

To book an appointment online, see www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia#appointment

For further assistance

If you are in Australia, call the Australian Passport Office Contact Centre on 131 232.

If you are overseas, contact your nearest Australian diplomatic mission or consulate. For a full listing go to www.dfat.gov.au/missions

Document Legalisation Request and Payment Form

This form can be completed electronically on screen, printed and submitted. If you choose to print and fill out this form by hand Use **BLACK PEN** and print within the boxes in B L O C K L E T T E R S

1. YOUR DETAILS

Family name

Given names

Company Name (if applicable)

Contact email address

Contact telephone

Postal address *(your documents will be sent to this address)*

Unit or house number and street or rural address

Suburb/City

State/Territory

Post/Zip code

International contact details – if applicable

Country

International telephone number

2. TYPE OF DOCUMENT/S

e.g. University Degree, Birth Certificate

3. COUNTRY OR CONSULATE WHERE YOUR DOCUMENT(S) WILL BE PRESENTED

e.g. Italian Embassy, UAE, Greece (must be a country other than Australia)

4. THE SERVICE YOU ARE REQUESTING

Number of Apostilles

A$105 (each) = A$ 0

Number of Authentications

A$105 (each) = A$ 0

Number of Certificates of No Impediment to Marriage

A$181 (each) = A$ 0 *Must include separate Certificate of No Impediment application form.*

Important information: Fees are adjusted annually in line with the Consumer Price Index (CPI) on 1 January each year. The fee payable is determined by the date the service is completed, not when an application is received. An application received before 31 December but processed after will have an adjusted fee applied.

5. HOW DO YOU WANT YOUR DOCUMENTS RETURNED

☐ I, or my representative, will collect the documents	*No charge*
☐ I have provided a stamped, self-addressed envelope	*No charge*
☐ Post my document by regular mail (domestic)	*No charge*

We accept no responsibility for documents in transit when using regular mail (domestic). If your document is lost or damaged in transit, you may be entitled to compensation from Australia Post depending on the service that was used to send it. Refer to the Australia Post website for more information *www.auspost.com.au*

6. DECLARATION

I declare that:
The information I have given in this form and supporting documentation is true and correct;
I am aware that it is a criminal offence under the *Criminal Code Act 1995* to provide false and misleading information or a false document; and I understand that it is a serious offence to make or give false or misleading statements and/or produce false or misleading documents in relation to Australian travel documents under Part 4, Division 2 of the *Australian Passports Act 2005*.

Full name

This form must be physically signed using a dark pen. A digital signature won't be accepted

Date DD / MM / YYYY

Signature

OFFICE USE ONLY

Receipt number

CIS entry finalised and receipt number entered?

Signature and name of payment processing officer

Signature and name of CIS processing officer

Signature of customer on collection

Reception officer ID

Mailed out:

Date: DD / MM / YYYY

7. CREDIT CARD AUTHORISATION

Credit card details and authorisation information should be completed if you are lodging this form through the mail. Only VISA and MasterCard credit cards are accepted.

☐ VISA ☐ MasterCard

Credit card number

Card Expiry date

CCV number *(on reverse)*

This form must be physically signed using a dark pen. A digital signature won't be accepted

Authorised amount for all services

A$ 0.00

Cardholder's Signature

Date DD / MM / YYYY

Name shown on credit card

For Official Use Only
Document Legalisation Payment Processing Only
Your credit card details will not be saved on our records

NOTARIAL SERVICES DISCLAIMER

Please ensure that documents relating to the notarial services you require from the Australian Government/Embassy/Consulate, are presented in the correct form and that you provide the correct instructions for the notarial service you require. If you are unsure of the legislative requirements relating to the notarial service you require, you should seek independent legal advice. Please note that neither the Australian Government nor the Australian Embassy/High Commission/Consular guarantees the legal effectiveness of the notarised document or the accuracy of its content.