



NOTARIAL SERVICE REQUEST FORM

Collection/Postal Date: / /

Given Names: _____ Family Name: _____

Your Address Details: _____

Contact Telephone No Details: _____ Email Address: _____

The Country your documentation is intended for: _____ Type of document (i.e. birth Certificate) _____

Type of Notarial Service Request:

- Authentication \$20.00
- Apostille \$60.00
- Binding \$20.00
- CNI \$90.00

TOTAL COST \$ _____
(Including EMS International Postage Costs)

Delivery Options:

- Collect
- Regular Post
- Express/Registered Post (Pre-paid envelope included)
- EMS (International Courier)

Method of Payment:

- Australian Money Order
- Bank cheque
- Credit Card

Credit Card Authorisation Request: *(Note once payment has been approved your receipt will be returned along with your documentation)*

We only accept the following credit Cards: Master Card Visa Card

Credit Card Holder Name: *(as stated on the card)* _____ Validation Number: *(Last 3 digits on the reverse side of your card)* _____

Credit Card Number: _____ Card Expiry Date: _____ Authorised Amount: \$ _____

I wish to authorise payment from my credit card to the Department of Foreign Affairs and Trade.

Card Holders Signature: _____ Date: / /

NOTARIAL OFFICE USE ONLY: Transaction Approved Yes No

I warrant the Card Holder as stated above authorised Credit Card Payment as per the attached receipt:

Signature of Processing Officer _____ Date: / /

Authorised Signatory/Seal/Stamp	Registration Number (CMIS Data Base)
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Actioning Officer's OPID	Date Received by Post	Remit Book Entry	Counter Lodgement	Data Entry CMIS	Stamp/Write Up
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SPECIFIC INSTRUCTIONS

Clients Signature on Collection: _____