



Australian Government  
Department of Foreign Affairs and Trade  
Sydney Passports Office

**NOTARIAL REQUEST AND CREDIT CARD AUTHORISATION**

<b>Given Name</b>	<b>Surname</b>
<b>Your Address Details</b>	<b>Mailing address if different</b>
<b>Contact Telephone Number</b>	<b>Email address</b>
<b>The Country your document is intended for</b>	<b>Type of document</b>
<b>Type of Notarial Service Request</b>	
Please Note: If multiple services are required, write the amount in each box (eg 1,2,3 etc) <input type="checkbox"/> Authentication - Single Page \$20.00 AUD <input type="checkbox"/> Apostille - Single Page \$60.00 AUD <input type="checkbox"/> Certificate of No Impediment (CNI) \$90.00 AUD  <input type="checkbox"/> Authentication Binding or Double Sided document \$40 AUD <input type="checkbox"/> Apostille Binding or Double Sided document \$80 AUD <b>TOTAL COST \$ _____ (Including International Express Postage Costs)</b>	
<b>Delivery Options</b>	
<input type="checkbox"/> Collect <input type="checkbox"/> Regular Post (No charge) <input type="checkbox"/> Express/Registered Post (Clients to provide) <input type="checkbox"/> International Express Post (overseas clients only) (Pre-paid envelope: add \$19 to total cost)  <input type="checkbox"/> Standard Air Mail (No Charge) <input type="checkbox"/> Stamped Self Address Envelope (No Charge) <input type="checkbox"/> Courier to pick up	
<b>Method of Payment</b>	
<input type="checkbox"/> Australian Money Order <input type="checkbox"/> Australian Bank cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Company cheque <b>NOTE: Personal Cheques are not accepted</b>	
<b>Credit Card Authorisation Request</b> (Note once payment has been approved your receipt will be returned to you with your document)	
We only accept the following credit Cards: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa Card	
<b>Credit Card Holder's Name (as on the card)</b>	<b>Credit Card Number</b>
<b>Card Expiry Date</b>	<b>Signature of Card Holder</b>
<b>Validation Code</b>	
<b>Authorised Amount (AUD)</b>	
<b>OFFICE USE ONLY</b>	
I warrant the Cardholder as stated above authorise a Credit Card Payment as per the attached receipt	
Signature of Processing Officer ..... Date .....	
<b>SPECIFIC INSTRUCTIONS FROM CLIENT</b>	