



# Document legalisation request form effective 1 January 2026

This document contains important information about the document legalisation process. Please read it carefully before completing this form.

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



## What do I need to do to obtain an Authentication or an Apostille?

Type of Australian Document	What you should do before lodgement
<p><b>Government documents</b> - An <b>original</b> 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.</p> <p><b>Public Tertiary Education documents</b> – An original public tertiary education document with a signature and seal such as TAFE, CIT or any other public technical institution.</p>	<p>You can submit the <b>original</b> document to DFAT via the Australian Passport Office in Australia, or at one of our embassies or consulates overseas. Additional Information is available:</p> <p><b>Australia</b> - <a href="http://www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia">www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia</a></p> <p><b>Overseas</b> - <a href="http://www.smartraveller.gov.au/consular-services/notarial-services/documents-overseas">www.smartraveller.gov.au/consular-services/notarial-services/documents-overseas</a></p>
<p><b>Private documents</b> including private education institution documents, contracts, wills, powers of attorney.</p>	<p>An <b>original</b> private document must be notarised by an Australian Notary Public before lodgement as they are not public documents.</p>
<p><b>University documents</b> including degrees, awards, transcripts, certificates and letters.</p>	<p>An <b>original</b> university degree, award or transcript which bears the signature/seal of the university must be:</p> <ul style="list-style-type: none"><li>• verified and signed as a <b>'true and accurate record'</b> by the student administration office of the issuing institution; or</li><li>• the award must be verifiable through the university website/online portal (ie My eEquals). Our office will confirm the original source of the document in person and print a copy to be legalised.</li></ul>
<p><b>Primary and secondary education documents</b></p>	<p>An <b>original</b> certificate, transcript or letter must be:</p> <ul style="list-style-type: none"><li>• 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</li><li>• notarised by an Australian Notary Public prior to lodgement.</li></ul>
<p><b>Photocopies of documents</b></p>	<p>A <b>photocopy</b> of a document must be notarised by an Australian Notary Public before lodgement.</p>
<p><b>Translations of documents</b></p>	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>

## 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](http://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](http://www.smartraveller.gov.au/consular-services/notarial-services/cni)



## 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

If you are in Australia, you can lodge your documents in person or by mail. For further details, go to the Notarial services in Australia page on Smartraveller. You can pay the fee by EFTPOS, MasterCard or VISA only. Cash is not accepted in Australian Passport Offices.

If you are overseas, check the website of or contact your nearest Australian embassy or consulate for information on how to lodge your application and how you can pay the fee.

## Lodging your form by mail

To lodge your form by mail, see [www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia#mail](http://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](http://www.smartraveller.gov.au/consular-services/notarial-services/documents-in-australia#appointment)

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information relating to the content of the form.

Please continue to the next page.



## 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\$

**Number of Authentications**

A\$105 (each) = A\$

**Number of Certificates of No Impediment to Marriage**

A\$181 (each) = A\$ *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

- |  |           |
|--|-----------|
| <input type="checkbox"/> I, or my representative, will collect the documents | No charge |
| <input type="checkbox"/> 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 via mail.

If your document is lost or damaged in transit, you may be entitled to compensation from Australia Post.

Refer to the Australia Post website for more information [www.auspost.com.au](http://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

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

