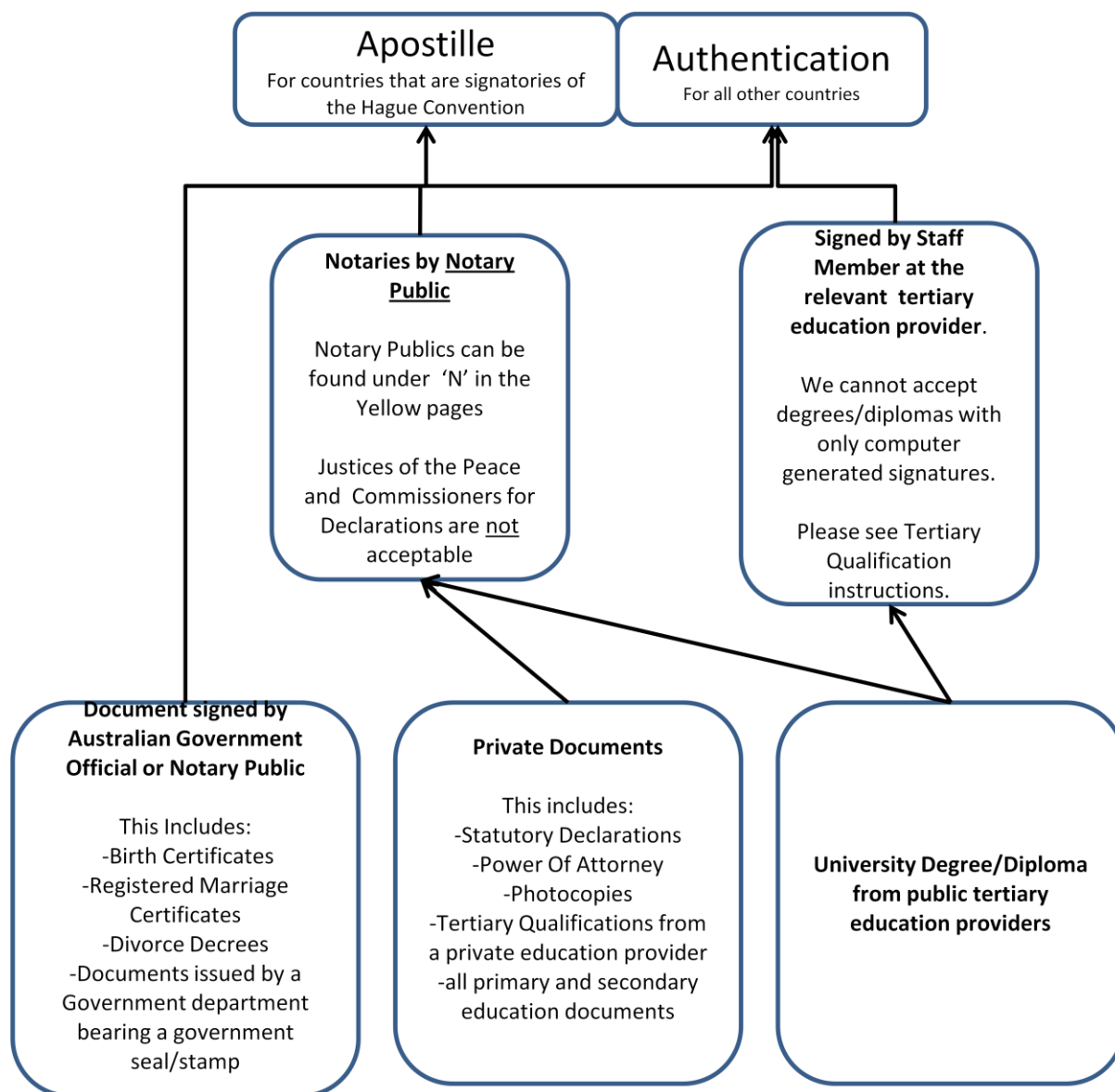


Queensland State Office
Document Legalisation request and Credit Card Authorisation

Given Names / Company Name		Family Name	
Address			
Suburb	State/Country	Postcode/Zip Code	
Contact number		Email Address	
Preferred Contact Method			
The country the document is to be presented in:		Number of document/s sent to DFAT (bound documents to count as 1)	
Notarial Service Requested			
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 AUD	<input type="checkbox"/> Apostille – Single Page \$60 AUD	<input type="checkbox"/> Certificate of No Impediment (CNI) \$90 AUD	
<input type="checkbox"/> Authentication – with Binding \$40 AUD	<input type="checkbox"/> Apostille- with Binding \$80 AUD		
Please Note : Where we cannot place a stamp on the back of a single sided document, it will become a binding.			
Return Postage Method - within Australia			
<input type="checkbox"/> Self Addressed Envelope No Charge	<input type="checkbox"/> Normal Unregistered Mail No Charge	<input type="checkbox"/> Collect Date of collection: / /	
<input type="checkbox"/> Express C5 (half A4) \$4.80 AUD	<input type="checkbox"/> Express B4 (larger than A4) \$6.10 AUD		
Return Postage Method - International			
<input type="checkbox"/> Regular Airmail No Charge	<input type="checkbox"/> ECI Asia/Pacific \$33.25 ea	<input type="checkbox"/> ECI USA/Canada/Middle East \$37.00 ea	<input type="checkbox"/> ECI Rest of World \$39.45 ea
Contact Number (required by Courier company) :			
Payment Method (we can only accept the following cards, personal and company cheques not accepted)			
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Money Order	<input type="checkbox"/> Bank Cheque
Credit Card Authorisation Details			
Name as specified on Credit Card		Credit Card Number	
Card Expiry Date		Signature of Cardholder	
Validation Number			
Authorised \$ Amount			
Office Use Only			
I warrant the Cardholder as stated above authorised a Credit Card Payment as per the attached receipt			
Signature or Payment Processing Officer:		Date:	
Transaction Approved: Yes No			



Tertiary Qualification Instructions

- 1/ Take your original education certificates to a Campus of your education provider.
- 2/ The document needs to be signed by an Authorised Officer of the education provider. This is normally done in the Student Administration/Student Services Centre.
- 3/ Request a staff member to stamp the back of the document with the relevant education provider's stamp, and sign.

NB We must place the authentication/Apostille against and original signature. We accept copies of degrees/diplomas/transcripts only if they have been signed as original copies by an Authorised Officer acting as an Authorised Officer. If they have been signed by someone acting as a Justice of the Peace, regardless of if the JP works as the institution, we cannot accept the document.

- 4/ Return the document to DFAT for authentication or the placement of an Apostille.

Lodgement

Front counter located at:
Level 4,
295 Ann Street,
Brisbane.

By Mail addressed to:
Consular Section
GPO Box 879,
Brisbane QLD 4001

Notarial Services take 24 hours (1 working day) to be processed regardless of lodgement method.