

Australian Consulate-General – Geneva

Notarial Services Request and Payment Form

Notarial services are legal acts which allow a written record to be used for official or legal purposes. This includes using a document in a court of law.

We recommend reading the information at [Notarial services | Smartraveller](#) and [Notarial services overseas | Smartraveller](#) to assist you in determining which service you require.

The Australian Consulate-General in Geneva offers the following services by mail:

1. Legalisations (Authentications and Apostilles)

The process of authenticating a document means verifying the signature, stamp and/or seal which appears on an original document and making a statement on the document to that effect. This process does not certify the contents of the document or imply that the contents are correct.

We can only authenticate public documents:

- Documents issued directly by an Australian government agency or official, such as a birth certificate.
- Documents that have been notarised or certified by an Australian notary public.

2. Certified Copies

Certifying a copy is **NOT** the same as legalising a document. Only an authentication or apostille can provide confirmation of the origin of the document.

We can only produce certified copies of Australian documents that are required for use in Australia. Local providers, such as notary publics, can certify other documents.

To obtain an apostille, authentication or certified copy of/on an original document through the mail, please provide the following:

1. Completed Notarial Services Request form (below)
2. Completed Credit Card authorisation form (below)
3. Your original documents
4. An A4-sized return envelope **clearly marked** with your full name and address

Documents that are mailed without the above information/instructions and/or the correct payment cannot be processed. We recommend using a postal service that allows you to track delivery of documents. Documents will be processed and returned within two business days.

Please address all mail to:

Australian Consulate-General, Geneva
Consular and Passports Section
Case Postale 102
1211 Geneva 19

Notarial Disclaimer

Please ensure that documents relating to the notarial services you require from the Australian 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 Consulate in Geneva guarantees the legal effectiveness of the notarised document or the accuracy of its content. Fees paid for notarial services are non-refundable.



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Notarial Services Request Form

Your Details:

Family Name

Given Names

Contact email address

Contact telephone number


Postal Address

Type of document:

The service you are requesting:

Apostille	Number of Apostilles:	<input type="checkbox"/>
Authentication	Number of Authentications:	<input type="checkbox"/>
Certified Copies	Number of Certified copies:	<input type="checkbox"/>

Country document required for:



AUTHORISATION TO CHARGE CREDIT CARD

Mark items to charge:	<input type="checkbox"/> Legalisation (Authentication or Apostille)	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Registered Mail Postage (CHF 6)
Card Holder's Name:	I, _____, WRITE NAME ABOVE authorise the Australian Consulate-General Geneva to charge my credit card for the items marked above. I understand the fees are charged in CHF and may be adjusted on the first of each month for exchange rate fluctuations, and that my card will be charged the fees applicable on the day the payment is received and processed. I understand that, if my notarial services request is incomplete, the postage fee will be charged to return my documents unprocessed at my cost.		
Signature:			Date:

Passport and Notarial fees can be found at: [FEES - Passport and Notarial Services \(mission.gov.au\)](http://mission.gov.au)

CREDIT CARD DETAILS

Type of card:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	(No other credit cards accepted)
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date:	<input type="text"/>	/	<input type="text"/>
CCV/Security Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on credit card:			
Billing address:			
Street/No: _____			
City: _____		Post Code: _____	
Phone: _____			
Email: _____			