

THE CONSULAR FEES ACT

ORDER  
(*under section 3*)

The Consular Fees Order, 1972

L.N.  
413/72

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(Made by the Minister on the 15th day of December, 1972)

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1. This Order may be cited as the Consular Fees Order, 1972.

2. The several fees to be taken in respect of such matters or things specified in the first column of the Schedule as may be done by a consular officer in the execution of his office shall be as specified in the second column of that Schedule.

SCHEDULE

(Paragraph 2)

DUTIES FOR WHICH CONSULAR OFFICER TO CHARGE

Fees

*Notarial and kindred matters*

1. Administering an oath or receiving a declaration or affirmation and, where required, attesting the signature of the person making the oath, declaration or affirmation ...	...	\$1.50
except where a fee is chargeable under Item 2, 26, 41 or 42		
2. Receiving a declaration or affidavit claiming exemption or other relief from income tax in relation to shares, stock or other securities—		
(a) from any owner of an interest therein ...	...	\$0.50
(b) from an authorized agent on behalf of not more than five owners of interests therein ...	...	\$0.50
(c) from an authorized agent on behalf of more than five owners of interests therein ...	...	\$1.00
3. Signing an exhibit referred to in an affidavit or declaration ...	...	\$1.00
4. Every three initiallings, or less, of alteration or interlineations in any document not prepared by a consular officer, other than the striking out of any inapplicable words in a form ...	...	\$0.50
5. Attesting a signature on a transfer of shares or stock or other securities—		
(a) where executed in the presence of one or more witnesses besides the consular officer ...	...	\$1.50
(b) where not so executed ...	...	\$1.00
except where a fee is chargeable under Item 7.		

## THE CONSULAR FEES ORDER, 1972

SCHEDULE, *contd.*

<i>Notarial and kindred matters</i>		<u>Fees</u>
6.	Attesting a signature or seal, or both, on a power of attorney—	
(a)	for the purposes of a single transaction relating to property not exceeding \$30.00 in value ... ..	\$1.00
	but with a maximum in the case of any power of attorney for such purposes, whatever the number of persons executing it, of ... ..	\$4.00
(b)	for other purposes ... ..	\$2.00
	but with a maximum in the case of a power of attorney for any such other purposes, whatever the number of persons executing it, of ... ..	\$8.50
7.	Attesting any signature or seal, or both, on a deed conveying or otherwise transferring property—	
(a)	not exceeding \$30.00 in value ... ..	\$1.00
	but with a maximum chargeable under this paragraph in the case of any such deed, whatever the number of persons executing it, of ... ..	\$4.00
(b)	exceeding \$30.00 in value ... ..	\$1.50
	but with a maximum chargeable under this paragraph in the case of any such deed, whatever the number of persons executing it, of ... ..	\$8.00
8.	Signing and, if required, sealing a declaration of existence with a view to the payment of any pension defrayable from public funds of Jamaica ... ..	\$1.00
9.	Drawing such a declaration of existence as mentioned in Item 8 ... ..	\$1.00
10.	Issuing a certificate of identity not herein otherwise provided for ... ..	\$2.00
11.	Legalizing the signature or seal, or both, of a foreign notary or other foreign authority ... ..	\$2.00
12.	Legalizing or attesting a signature to a receipt for any sum not exceeding \$30.00 ... ..	\$1.00
13.	Legalizing or attesting a signature or seal, or both, where neither provision in this Schedule for, nor exception therein from, any other charge is applicable to so doing ... ..	\$2.00
14.	Any registration in a consular register except the registration of any person in a consular register of citizens of Jamaica ... ..	\$1.00
15.	Issuing a certificate of the registration of any person in a consular register of citizens of Jamaica ... .. except a certificate endorsed on a passport or other travel document	\$1.00
16.	Uniting documents and sealing the fastening ... .. except where a fee is chargeable under Item 42	\$1.00
17.	Signing or sealing, or both, a document, packet or article, where neither provision in this Schedule for, nor exception therein from, any other charge is applicable to so doing ... ..	\$1.50
18.	Drawing up or assisting in drawing up, for execution by any person not a consular officer, any petition, application or other docu-	

SCHEDULE, *contd.*

<i>Notarial and kindred matters</i>		<u>Fees</u>
ment, where no provision in this Schedule for another charge is applicable to so doing—		
(a) if in English	... ..	\$3.00
(b) if in any other language	... ..	\$6.00
19. Making and certifying a copy of a document or part thereof—		
(a) in the case of its being in English—		
(i) for any number of words not exceeding one hundred	... ..	\$2.50
(ii) for every additional hundred words or less	... ..	\$1.50
(b) in case of its being in any other language, not being Chinese or Japanese—		
(i) for any number of words not exceeding one hundred	... ..	\$5.00
(ii) for every additional hundred words or less	... ..	\$3.00
(c) in the case of its being in Chinese or Japanese—		
(i) for any number of characters not exceeding one hundred	... ..	\$5.00
(ii) for every additional hundred characters or less	... ..	\$3.00
20. Verifying and certifying a copy of a document or part thereof—		
(a) in the case of its being in English—		
(i) for any number of words not exceeding one hundred	... ..	\$2.00
(ii) for every additional hundred words or less	... ..	\$0.50
(b) in case of its being in any other language, not being Chinese or Japanese—		
(i) for any number of words not exceeding one hundred	... ..	\$4.00
(ii) for every additional hundred words or less	... ..	\$1.00
(c) in case of its being in Chinese or Japanese—		
(i) for any number of characters not exceeding one hundred	... ..	\$4.00
(ii) for every additional hundred characters or less	... ..	\$1.00
21. Drawing a power of attorney—		
(a) for any number of words not exceeding two hundred	... ..	\$4.00
(b) for every additional hundred words or less	... ..	\$2.00
22. Supplying, at the request of interested parties, one or more witnesses whose attestation, in addition to the consular officer's, is required in any case	... ..	\$1.00 for each witness
<i>Passports, visas and kindred matters</i>		
23. Issuing a group or other passport	... ..	\$5.00
except by way of replacement of any such certificate as mentioned in Item 27		
24. Renewing a passport for a further period of five years	... ..	\$2.00
25. Amending a passport	... ..	\$1.00 for each amend- ment

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SCHEDULE, *contd.**Passports, visas and kindred matters*

	Fees
26. Issuing an Emergency Certificate or affixing a visa to an affidavit ... ..	\$2.00
except where issued for a repatriate or deportee who is a citizen of Jamaica	
27. Issuing a certificate of identity of any kind for the time being suppliable <i>in lieu</i> of passport, where none available in blank form for completion, according to law ... ..	\$5.00
28. Granting a transit or ordinary visa for any period not exceeding one year ... ..	The equivalent in Jamaican currency to the amount charged for visas on Jamaican or British passports by the authorities of the country of which the grantee is a national.
29. Issuing a Seaman's Certificate of Nationality and Identity ...	\$2.00
30. Issuing a Seaman's Certificate of Identity ...	\$2.00
31. Issuing a travel document of any kind for the time being suppliable according to law, where neither provision in this Schedule for, nor exception therein from, any other charge is applicable to so doing ... ..	\$1.00
32. Making or forwarding, or both, a request or recommendation to any authority of a foreign state or Commonwealth country, Colony, Protectorate, Protected State or Trust Territory for the issue or renewal of a passport or other travel document or document of identity or for the grant of a visa or entry permit ...	\$0.50

*Wills, searches and estates*

33. Drawing a will for any person not a seaman—	
(a) for any number of words not exceeding two hundred ...	\$6.00
(b) for every additional hundred words or less ...	\$1.50
34. Attesting the execution of any will not a seaman's (who may be charged therefor under Item 13) ... ..	\$2.50
35. Having a search made for or obtaining, or both, copies of entries in local registers or of wills, deeds or other documents not kept by a consular officer—	
(a) for an entry in a local register of births, deaths or marriages	\$1.00
(b) for a police certificate or any other document ...	\$1.50
in addition to charges (if any) for attestation or costs, or both	

SCHEDULE, *contd.**Wills, searches and estates*Fees  
—

36. Administering in full the estate of a deceased person not a seaman—
- (a) on the gross current market value of the estate (assuming it, in so far as not marketable, to be marketable) 24% rounded upwards to the nearest 50c.
- (b) with a minimum charge of ... .. \$3.00
37. Administering in part the estate of a deceased person not a seaman—
- (a) on the gross current market value of as much as is so administered (assuming it, in so far as not marketable, to be marketable) 1% rounded upwards to the nearest 50c.
- (b) with a minimum charge of ... .. \$3.00
38. Intervening to protect interests claimed by absent citizens of Jamaica in an estate being administered by a local executor or administrator—
- (a) on the amount of their gross current market value (assuming them, in so far as not marketable, to be marketable) 1% rounded upwards to the nearest 50c.
- (b) with a minimum charge of ... .. \$4.50
39. Taking conservatory measures in respect of property of a deceased person in which citizens of Jamaica are interested—
- (a) on the amount of its gross current market value (assuming it, in so far as not marketable, to be marketable) 1% rounded upwards to the nearest 50c.
- (b) with a minimum charge of ... .. \$4.50

*Attendance*

40. Attending—
- (a) between the hours of 9 a.m. and 9 p.m. elsewhere than at the consular office or residence, for each hour or lesser period ... .. \$3.00
- (b) between the hours of 9 a.m. and 9 p.m. (except during customary business hours) at the consular office or residence, for each half-hour or lesser period ... .. \$1.50
- (c) between the hours of 9 p.m. and 9 a.m.—
- (i) at the consular officer's residence, for each half-hour or lesser period ... .. \$3.50
- (ii) elsewhere, for each half-hour or lesser period ... .. \$4.50

## THE CONSULAR FEES ORDER, 1972

SCHEDULE, *contd.**Services relating to legal proceedings*

Fees

- |  | Fees    |
|--|---------|
| 41. Presiding at the taking of evidence under a commission or order from a court, including any matter or thing done by the consular officer as examiner—                          |         |
| (a) for a first or single sitting during two hours or any lesser period     ...     ...     ...     ...  | \$18.00 |
| (b) for a second or subsequent sitting during two hours or any lesser period     ...     ...     ...     ...   | \$9.00  |
| (c) for each hour or less, in excess of two hours, during which any sitting extends     ...     ...     ...  | \$3.00  |
| 42. Causing or endeavouring to cause a document to be served and issuing a certificate or affidavit of service or attempted service of the document—                               |         |
| (a) in case of such service being effected or attempted upon a first or single visit or other occasion     ...     ...   | \$4.50  |
| (b) with an additional charge for each subsequent visit or other occasion, if any, upon which such service (having been previously attempted) is effected or attempted, of     ... | \$2.50  |
| 43. Forwarding a request to a local authority for the taking of evidence or the service of a document     ...     ...  | \$3.00  |

*Collection Services*

- |   |   |
|---|---|
| 44. Recovering any amount at a person's request and on his behalf | 5% thereof<br>rounded up-<br>wards to the<br>nearest 50c. |
|---|---|