



Notarial services are legal acts which allow a written record to be used for official or legal purposes. Read 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 some notarial services by mail:

1. Legalisations (Authentications and Apostilles)

The process of legalising 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. The Australian Government legalises documents by issuing either an apostille or authentication certificate. We apply either an apostille or authentication certificate to the original document you supply. **We can't advise which one you need. You must ask the receiving authority overseas what they want.**

We can only legalise 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.

Detailed information on apostilles and authentications can be found at: [Documents we can legalise | Smartraveller](#)

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.

Detailed information on certified copies can be found at: [Notarial services overseas | Smartraveller](#)

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 for both the notarial fee and postage (below)
3. Your original documents
4. Include an A4-sized stamped (CHF 6.30) self-addressed return envelope - **Prepaid Registered mail stickers are not accepted**

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

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.



Australian Consulate-General - Geneva Notarial Services Request Form

Your Details:

Family Name

Given Names

Contact email address

Contact telephone number

Postal Address

Type of document:

Notarial 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:



PPT & OPS	CHF
EY	CHF
POSTAGE	CHF
NOTARIAL	CHF
TOTAL	CHF

AUTHORISATION TO CHARGE CREDIT CARD

Mark items to charge:	<input type="checkbox"/> Legalisation (Authentication or Apostille)	<input type="checkbox"/> Certified Copy	
Card Holder's Name:	I, _____ WRITE NAME ABOVE - authorise the Australian Consulate-General Geneva to charge my credit card for the items marked above. All fees are charged in AUD . I understand my card will be charged the fees applicable on the day the payment is processed. - authorise the Australian Consulate-General Geneva to charge my credit card for the amount in postage should my documents be returned due to an incomplete request or missing information.		
Signature:		Date:	

Passport and Notarial fees can be found at: [FEES - Passport and Notarial Services \(mission.gov.au\)](http://mission.gov.au). **Notarial services will be charged in Australian dollars (AUD) (subject to exchange rates and any overseas transaction fees).**

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"/>		
Name on credit card:			
Billing address:			
Street/No:	_____		
City:	_____	Post Code:	_____
Phone:	_____	Email:	_____