**Notarial services provided by the Australian Embassy in Cairo in relation to skills assessments**

These services are only provided to Australian citizens, Australian permanent residents or for cases where the documents are Australian in origin or for use in, or requested by Australia.

Notarial services include:

* Authentications
* Certifying copies of original documents
* Binding documents presented for Authentication or Certification
* Witnessing signatures on certain documents
* Endorsement of photographs

**It is vital that you ascertain the exact requirements for the notarial service(s) required by the authority/agency where you will present the document(s), *before* attending the Australian Embassy.** Unfortunately, clients have often requested incorrect, unnecessary or additional notarial services from Australian embassies overseas because they did not fully understand the requirements of the notarial service required by the authority/agency where the documents will be presented.

**The onus is on yourself, as the client, to advise us of your exact requirements. We are unable to waive fees for services you may have requested in error.**

**Authenticating documents:**

Authentication is when we verify a signature, stamp or seal on documents. Once verified, we stamp and sign the original document confirming that we have verified the signature or seal on the document. Foreign (i.e. non-Australian) documents must be authenticated first by the Egyptian Ministry of Foreign Affairs.

**Certifying photocopies of documents:**

Australian Embassy consular officers can also certify photocopies of documents, confirming that the photocopy is a true copy of an original document sighted. Australian Embassy consular staff will make all copies from original documents presented by clients. Unfortunately, photocopies provided by clients **cannot** be certified. Accordingly, ensure that you present the original document(s) to be photocopied for obtaining a certified true copy.

**Witnessing signatures on documents:**

Australian Embassy consular officers can witness signatures on documents. You must bring in the **unsigned** document. You will be asked to provide an original identity document that includes your full name, photo, and signature. In case you are unable to present a photo ID that bears your signature, please advise us by email/phone once you book your appointment.

**Binding:**

This involves tying the pages of the document together with ribbon, and placing a dry seal over the ends of the ribbon on a red wafer seal. Binding of documents is available in conjunction with the provision of another notarial service (e.g. as part of the provision of an authentication or certification). Binding is made to ensure that no pages will be added to/removed from a single multi-page document.

**Endorsement of photographs:**

**In order to have your photo endorsed/certified, you need to attend the Embassy in person and present your photo along with a photo ID (preferably your passport). Please note that the only wording we can use to endorse photos is “*This is a true likeness of (your full name).*”**

**The following fees apply for providing notarial services:**

* Authentication: AUD 80 per document
* Certifying Copies of original documents: AUD 70 per document
* Witnessing Signatures: AUD 70 per signature
* Endorsement of photographs: AUD 70 per photo

**All fees must be paid in Egyptian Pounds according to the exchange rate at the time of payment.**

**Please note that the following disclaimer relates to all notarial services performed by the Australian Embassy in Cairo:**

*Please ensure that the documents relating to notarial services you require from the Australian Embassy are presented in the correct form, and that you provide the correct instructions to our staff (for example, on how your signature must be witnessed on the documents).*

*If you are unsure of the legal requirements relating to the notarial service you require, you should seek independent legal advice, including through the agency where you will lodge your documents.*

*By providing a notarial service such as authenticating a document, providing a certified copy of a document or witnessing a signature on a document, neither the Australian Government nor the Embassy in Cairo endorse, verify or make any statement as to the accuracy, truth, legality or otherwise of the contents of the document or the purposes for which the document may be used.*

*Neither the Australian Government nor the Embassy accepts liability for any loss, damage or injury arising out of the use of, or reliance on, the document or its contents.*

**Required Notarial Services**

Full name: …………………………………………………………………

Phone number: ……………………………………………………………

Email address: ……………………………………………………………

I require the following notarial services from the Embassy:

1. **Authentication of the following original documents:**
2. ………………………………………………………………………….
3. ………………………………………………………………………….
4. ………………………………………………………………………….
5. ………………………………………………………………………….
6. **Certified true copies of the following documents:**
7. ………………………………………………………………………….
8. ………………………………………………………………………….
9. ………………………………………………………………………….
10. ………………………………………………………………………….
11. **Witnessing of signature on the following documents:**
12. ………………………………………………………………………….
13. ………………………………………………………………………….
14. ………………………………………………………………………….
15. ………………………………………………………………………….
16. **Endorsement of photographs:**

* Number of photos to be endorsed: ……………
* Place the Embassy’s stamp on the endorsed photos (the stamp will cover part of the writing on the back of the photo): Yes  No

1. **Binding of the following documents (after authenticating an original multi-page document or certifying a photocopy of a multi-page document):**
2. ………………………………………………………………………….
3. ………………………………………………………………………….
4. ………………………………………………………………………….
5. ………………………………………………………………………….

Personal information provided to the Department of Foreign Affairs and Trade (DFAT) is protected by law, including the Privacy Act 1988. We may collect, use and disclose your personal information, including to overseas recipients where we reasonably believe it is necessary, to provide you with consular assistance. Important information about the privacy of your personal information is contained in our Consular Privacy Collection Statement, which you should read and understand. Copies of the Statement are available at [*http://www.dfat.gov.au/dept/consular/privacy.html*](http://www.dfat.gov.au/dept/consular/privacy.html) or by requesting a copy from the Department.