**BORN IN AUSTRALIA ONLY**

Current fees and addresses for DFAT as at October 2021:

Australian Passport Office Authentications Section  
GPO Box 2239  
**MELBOURNE** VIC 3001

**OR**

Australian Passport Office Authentications Section  
GPO Box 2239  
**SYDNEY** NSW 2001

**Pay the fee =** ~~Apostille or~~ **authentication: $85**

Fees increase in line with the consumer price index (CPI) on 1 January each year.

**Current URL for a download of the authentication request form**:

<https://www.smartraveller.gov.au/sites/default/files/2021-05/document-legalisation-request-form-May2021.pdf>

**IF you are happy that the information above is current, then ignore sending this next email and move on to the next step:**

**Email:** [legalisations.australia@dfat.gov.au](mailto:legalisations.australia@dfat.gov.au)

To whom it may concern,

Could you provide the form that I need to fill out to have the signature on a document authenticated, the cost involved including postage and the address to send it to please?

Thank you for your help, and if you require any further information please write back to this email address youremailaddress@hotmail.com

I trust that you understand,

John Robert Doe.

**Instruction when filling out the Authentication request document for Question 3:** Please use a country **that is NOT under the Hague authentication certificate countries**, such as **Cuba** or **Macedonia**.

Those countries that you would **NOT USE** because they **ARE** under the under the Hague authentication certificate countries, are listed here:

<https://www.gsccca.org/notary-and-apostilles/apostilles/hague-apostille-country-list>

When you have the “authentication request form” filled out then print and post the following cover letter and application form for Authentication and **certified copy** of the Certificate Live Birth/Information Form for Registration of Births and payment to the Department of Foreign Affairs and Trade (DFAT). To be clear you are sending the Certificate Live Birth/Information Form for Registration of Births that you received from BDM to be authenticated, not a photocopy. After it is authenticated you scan/print or photocopy it for the mailings and keep the “original document they provided and authenticated” in your records.

To whom it may concern,

Could I please have this communication answered by a supervisor that has received full training in the area of authentication.

Enclosed is a document in the nature of a Certificate of Live Birth/Information Form For Registration Of Births, which are precursor documents to the creation of a birth certificate. It is held in the custody of Births Deaths and Marriages, as a permanent part of a leather bound folder. Public access to that document is not permitted, but a certified copy of it can be purchased, and I know for a fact that those particular style of documents are regularly authenticated by DFAT, without it having any connection to a Notary Public.

If you do not believe this to be the case, then please immediately ask your supervisor to take over the response to this communication, because they will have been trained to understand that it**is** the case that a Notary Public is not required.

Please find my payment enclosed and thank you for your help, and if you require any further information please write back to this email address youremailaddress@hotmail.com

I trust that you understand,

John Robert Doe.