

WHAT IS AN APOSTILLE?

- An Apostille is a certificate that authenticates the origin of a public document. It is issued by a country that is party to the Apostille Convention to be used in another country which is also a party to the Apostille Convention.
- Both the Philippines and Australia are parties to the said Convention.

HOW IS THE APOSTILLE CONVENTION RELEVANT TO OVERSEAS FILIPINOS OR THOSE LOCATED HERE IN AUSTRALIA WHO WISH TO EXECUTE DOCUMENTS TO BE USED IN THE PHILIPPINES? HOW WILL THIS BE BENEFICIAL?

After the document has been “Apostillized,” by the Australian Department of Foreign Affairs (DFAT), there is no need for the document to be authenticated by the Philippine Embassy or Consulates in Australia. The said document could already be sent to and used directly in the Philippines. *This equates to less processing time and less cost.*

WHO ISSUES AN APOSTILLE CERTIFICATE?

In Australia, it is the [Australian Passport Offices](#) of the Department of Foreign Affairs and Trade (DFAT) in capital cities that are authorized to provide apostille services.

In the case of the Philippines (for documents executed in the Philippines and to be used in Australia, or other state-parties to the Apostille Convention), it is the Philippine Department of Foreign Affairs that issues an Apostille.

The Philippine Embassy or Consulates in Australia is not authorized to issue an Apostille Certificate.

WHAT DOCUMENTS WILL DFAT ISSUE WITH AN APOSTILLE?

DFAT will issue **original** Australian public documents with an Apostille. Australian public documents are issued by:

- Australian government agencies or officials, or
- Australian notary public lawyers. (This includes affidavits, special power of attorneys (SPAs), and other private documents that were notarized by Australian notary public for use in the Philippines).

The Apostille certificate will verify the signature and/or seal of the officer, agency or notary public lawyer who has signed/issued the document.

HOW MUCH IS AN APOSTILLE CERTIFICATE?

An Apostille costs A\$83.00 per document. *Please note this fee increases on 1 January each year.*

HOW DO I LODGE MY DOCUMENTS FOR APOSTILLE TO THE AUSTRALIAN PASSPORT OFFICES (DFAT)?

VIA MAIL only to these two offices:

Melbourne

Australian Passport Office Authentications Section
GPO Box 2239
MELBOURNE VIC 3001

Sydney

Australian Passport Office Authentications Section
GPO Box 2239
SYDNEY NSW 2001

IN PERSON at any Australian Passport Office in Australian capital cities, **by appointment only.**

Please contact the Australian Passport Office on 1300 935 260
or Authentications@dfat.gov.au to make an appointment.

Business hours for lodgments are from 8:30am until 1pm, Monday to Friday.

For further enquiries, Email: authentications@dfat.gov.au or call Telephone: 1300 935 260 during hours of operation, from 9am to 5pm, Monday to Friday, Eastern Standard Time.