

FIXED FEES FOR NOTARY SERVICES

Clients require the services of a notary for a range of reasons including applications for visas, authentication of Australian education documents when applying for employment overseas, witnessing affidavits and other documents for use in other jurisdictions, and powers of attorney for use in other countries.

In some cases, notarisation of a document is sufficient for the purposes of the receiving country. In many cases however, the authenticity of the signature and seal of the notary needs to be authenticated by the Department of Foreign Affairs and Trade. This is obtained by either an Apostille (if the relevant country is a party to the Hague Apostille Convention) or by authentication (where the country is not a party to that convention). In the latter case a further legalisation by the Embassy of the receiving country will also be required.

Paula Roberts is an experienced Notary Public having been appointed by the Supreme Court of NSW in 2017. She is available to assist clients with their notarial requirements.

We can generally provide appointments on the same or next business day.

Unless your requirements are unusually complex, we charge fixed fees for our notarial services in line with the fees recommended by the Society of Notaries NSW.

Preparation of Notarial Certificate (including conference of no more than 15 minutes)	\$275.00
Notarial service of up to 15 minutes not requiring a Notarial Certificate (such as witnessing or certifying of documents).	\$220.00
Obtaining an Apostille on your behalf	\$192.50

*All fees inclusive of GST.

Disbursements

DFAT fee per Apostille	\$105.00
Express post (2 envelopes)	\$22.10

*These disbursements are current as at January 2026.

partnering with people since 1946



We have Accredited Specialists in
Property Law and Wills & Estates

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Next Steps

Please complete our [contact form](#) on our website and a member of our property team will be in contact with you to discuss the next steps.

The information you obtain at this site is not, nor is it intended to be, legal advice. You should consult a Solicitor for individual advice regarding your own situation. Liability limited by a scheme approved under Professional Standards Legislation.

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Fixed fees current as of June 2026.