

# Global Affairs Canada

## **Fees Report**

Fiscal year 2018 to 2019

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The Honourable  
François-Philippe Champagne  
Minister of Foreign Affairs

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The Honourable  
Mary Ng  
Minister of Small Business,  
Export Promotion and  
International Trade

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## Ministers' message

On behalf of Global Affairs Canada we are pleased to present our report on fees for fiscal year 2018 to 2019, the organization's second annual report under the *Service Fees Act*<sup>i</sup>.

The act provides a modern legislative framework that enables cost-effective delivery of services and, through better reporting to Parliament, improves transparency and oversight.

Last year, a detailed listing of individual fees under the department's authority, along with anticipated increases, was added to the reporting requirements.

This year's report provides more detail on each fee, such as the type and rate of adjustment, the service standard and the performance result. This information provides additional context on each fee in the spirit of open and transparent fee management.

Moving forward, we are committed to evolving departmental fee management practices to achieve the results envisioned by the *Service Fees Act*.



The Honourable François-  
Philippe Champagne

Minister of Foreign  
Affairs



The Honourable Mary Ng

Minister of Small Business,  
Export Promotion and  
International Trade

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## About this report

This report, which is tabled under section 20 of the Service Fees Act and section 4.2.8 of the [Directive on Charging and Special Financial Authorities](#) <sup>ii</sup>, contains information about the fees that Global Affairs Canada had the authority to charge in the 2018 to 2019 fiscal year.

This report contains information about all fees that are under Global Affairs Canada's authority, even if some or all of the fees are collected by another department.

The information reported includes fees that:

- fall under the *Service Fees Act*
- are exempt from the *Service Fees Act*

The information covers fees set by:

- contract
- market-base, auction or both
- act, regulation or fees notice

For fees set by the following mechanisms, the report provides totals only:

- contract
- market-base, auction or both

For fees set by act, regulation or fees notice the report provides totals for fee groupings as well as detailed information for each individual fee.

Although the fees charged by Global Affairs Canada under the [Access to Information Act](#) <sup>iii</sup> are subject to the *Service Fees Act*, they are not included in this report. Information on Global Affairs Canada's access to information fees for fiscal year 2018 to 2019 can be found in our Access to Information Report, which is posted on the [Global Affairs Canada website](#).

## Remissions

A remission is a partial or full return of a fee to a fee payer who paid for a service for which a department deemed that the service standard was not met.

Under the Service Fees Act, departments must develop policies for determining whether a service standard has been met and for determining how much of a fee will be remitted to a fee payer. This requirement does not take effect until April 1, 2020. This report therefore includes **only** those remissions issued under Global Affairs Canada's enabling legislation. It does not include remissions issued under the Service Fees Act.

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## Overall totals, by fee type

The following table presents the total revenue, cost and remissions for all fees that Global Affairs Canada had the authority to charge in fiscal year 2018 to 2019, by fee type.

### Overall totals for fiscal year 2018 to 2019, by fee type

Fee type	Revenue (\$)	Cost (\$)	Remissions (\$)
<b>Fees set by contract</b>	34,119,096	34,420,080	Remissions do not apply to fees set by contract.
<b>Fees set by market base, auction or both</b>	0	0	Remissions do not apply to fees set by market base, auction or both.
<b>Fees set by act, regulation or fees notice</b>	56,735,367	147,137,037	0
<b>Total</b>	90,854,463	181,557,117	0

## Totals for fees set by act, regulation or fees notice, by fee grouping

The following tables present, for each fee grouping, the total revenue, cost and remissions for all fees that Global Affairs Canada had the authority to charge in fiscal year 2018 to 2019 that are set by any of the following:

- act
- regulation
- fees notice

A fee grouping is a grouping of all of the fees that a department has the authority to charge for activities relating to a single business line, directorate or program.

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**Export/Import Permit Fees - Other Products and Services: totals for fiscal year 2018 to 2019**

Fee grouping	Export & Import Fees.	
Revenue (\$)	Cost (\$)	Remissions (\$)
3,175,644	5,398,309	0

**Consular Service Fees: totals for fiscal year 2018 to 2019**

Fee grouping	Consular Service Fees.	
Revenue (\$)	Cost (\$)	Remissions (\$)
51,390,875	138,208,756	0

**Specialized Consular Service Fees: totals for fiscal year 2018 to 2019**

Fee grouping	Specialized Consular Service Fees.	
Revenue (\$)	Cost (\$)	Remissions (\$)
2,168,848	3,529,972	0

## Details on each fee set by act, regulation or fees notice

This section provides detailed information on each fee that Global Affairs Canada had the authority to charge in fiscal year 2018 to 2019 and that was set by any of the following:

- act
- regulation
- fees notice

### Export & Import Fees.

Fee grouping	Export/Import Permit Fees - Other Products and Services
Fee	Export permit or certificate issued by the Trade Controls Bureau (TID) of Global Affairs Canada
Fee-setting authority	<ul style="list-style-type: none"><li>• <a href="#">Export &amp; Import Permits Act</a> <sup>iv</sup>; and</li><li>• <a href="#">Export and Import Permits and Certificates Fees Order</a> <sup>v</sup></li></ul>
Year introduced	1995
Last year fee-setting authority was amended	2013



<b>Fee type</b>	Permit
<b>Fee amount (\$)</b>	14
<b>Total fee revenue (\$)</b>	24,930
<b>Adjustment type</b>	Exempt
<b>Adjustment rate (% or formula)</b>	Exempt
<b>2020 to 2021 fee amount (\$)</b>	14
<b>Future fee-adjusted amount (\$)</b>	
<b>Adjustment date</b>	Not applicable
<b>Fee-adjustment authority</b>	Service Fees Act
<b>Service standard</b>	Deliver non-strategic, non-routed import and export permits within 15 minutes of the time of application; process within four business hours permit applications that are automatically redirected (routed) to departmental officers or that have been flagged for an officer's review by the applicant when no additional information or documentation is required; process within three business days permit applications for B.C. logs that are automatically redirected (routed) to departmental officers; process within five business days permit applications for firearms that are automatically redirected (routed) to departmental officers; process applications for permits to export controlled military and strategic goods and technology from eligible exporters who have provided all required supporting documentation within 10 working days where consultation outside the bureau is not required and within 40 business days where consultation is required.
<b>Performance result</b>	The service standards were met 98% of the time.

Fee grouping	Export/Import Permit Fees - Other Products and Services
Fee	Export permit or certificate delivered by a customs broker's office that is authorized by the Minister of Foreign Affairs to make such delivery. The \$9 fee does not include any fees for services incidental to the delivery of the permit or certificate.
Fee-setting authority	<ul style="list-style-type: none"> <li>• <a href="#">Export &amp; Import Permits Act</a>; and</li> <li>• <a href="#">Export and Import Permits and Certificates Fees Order</a></li> </ul>
Year introduced	1995
Last year fee-setting authority was amended	2013
Fee type	Permit
Fee amount (\$)	9
Total fee revenue (\$)	2,175,780
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	9
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	Deliver non-strategic, non-routed import and export permits within 15 minutes of the time of application; process within four business hours permit applications that are automatically redirected (routed) to departmental officers or that have been flagged for an officer's review by the applicant when no additional information or documentation is required; process within three business days permit applications for B.C. logs that are automatically redirected (routed) to departmental officers; process within five business days permit applications for firearms that are automatically redirected (routed) to departmental officers; process applications for permits to export controlled military and strategic goods and technology from eligible exporters who have provided all required supporting documentation within 10 working days where consultation outside the bureau is not required and within 40 business days where consultation is required.
Performance result	The service standards were met 98% of the time.

Fee grouping	Export/Import Permit Fees - Other Products and Services
Fee	Where the import permit is delivered by a person who is not employed in the public service of Canada but who is authorized by the Minister to make the delivery, the fee varies depending on the total value of the goods in respect of which the import permit is issued.
Fee-setting authority	<ul style="list-style-type: none"> <li>• <a href="#">Export &amp; Import Permits Act</a>; and</li> <li>• <a href="#">Export and Import Permits and Certificates Fees Order</a></li> </ul>
Year introduced	1995
Last year fee-setting authority was amended	2013
Fee type	Permit
Fee amount (\$)	<ul style="list-style-type: none"> <li>• Less than 1,000 = 10</li> <li>• 1,000 or more but less than 5,000 = 14</li> <li>• 5,000 or more but less than 10,000 = 18</li> <li>• 10,000 or more but less than 20,000 = 22</li> <li>• 20,000 and over = 26</li> </ul>
Total fee revenue (\$)	955,716
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	<ul style="list-style-type: none"> <li>• Less than 1,000 = 10</li> <li>• 1,000 or more but less than 5,000 = 14</li> <li>• 5,000 or more but less than 10,000 = 18</li> <li>• 10,000 or more but less than 20,000 = 22</li> <li>• 20,000 and over = 26</li> </ul>
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	Deliver non-strategic, non-routed import and export permits within 15 minutes of the time of application; process within four business hours permit applications that are automatically redirected (routed) to departmental officers or that have been flagged for an officer's review by the applicant when no additional information or documentation is required; process within three business days permit applications for B.C. logs that are automatically redirected (routed) to departmental officers; process within five business days permit applications for firearms that are automatically redirected

	(routed) to departmental officers; process applications for permits to export controlled military and strategic goods and technology from eligible exporters who have provided all required supporting documentation within 10 working days where consultation outside the bureau is not required and within 40 business days where consultation is required.
<b>Performance result</b>	The service standards were met 98% of the time.

Fee grouping	Export/Import Permit Fees - Other Products and Services
Fee	Where the import permit is delivered by the departments Trade Controls Bureau (TID), the fee varies depending on the total value of the goods in respect of which the import permit is issued.
Fee-setting authority	<ul style="list-style-type: none"> <li>• <a href="#">Export &amp; Import Permits Act</a>; and</li> <li>• <a href="#">Export and Import Permits and Certificates Fees Order</a></li> </ul>
Year introduced	1995
Last year fee-setting authority was amended	2013
Fee type	Permit
Fee amount (\$)	<ul style="list-style-type: none"> <li>• Less than 1,000 = 15</li> <li>• 1,000 or more but less than 5,000 = 19</li> <li>• 5,000 or more but less than 10,000 = 23</li> <li>• 10,000 or more but less than 20,000 = 27</li> <li>• 20,000 and over = 31</li> </ul>
Total fee revenue (\$)	19,217
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	<ul style="list-style-type: none"> <li>• Less than 1,000 = 15</li> <li>• 1,000 or more but less than 5,000 = 19</li> <li>• 5,000 or more but less than 10,000 = 23</li> <li>• 10,000 or more but less than 20,000 = 27</li> <li>• 20,000 and over = 31</li> </ul>
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	Deliver non-strategic, non-routed import and export permits within 15 minutes of the time of application; process within four business hours permit applications that are automatically redirected (routed) to departmental officers or that have been flagged for an officer's review by the applicant when no additional information or documentation is required; process within three business days permit applications for B.C. logs that are automatically redirected (routed) to departmental officers; process within five business days permit applications for firearms that are automatically redirected (routed) to departmental officers; process applications for permits to export controlled military and strategic goods and technology from

	eligible exporters who have provided all required supporting documentation within 10 working days where consultation outside the bureau is not required and within 40 business days where consultation is required.
<b>Performance result</b>	The service standards were met 98% of the time.

## Consular Service Fees

<b>Fee grouping</b>	Consular Service Fees
<b>Fee</b>	Consular Service Fees
<b>Fee-setting authority</b>	<a href="#">Consular Service Fees Regulations</a> <sup>vi</sup> pursuant to the <a href="#">Department of Foreign Affairs, Trade and Development Act</a> <sup>vii</sup>
<b>Year introduced</b>	1995
<b>Last year fee-setting authority was amended</b>	2010
<b>Fee type</b>	Service
<b>Fee amount (\$)</b>	25
<b>Total fee revenue (\$)</b>	51,390,875
<b>Adjustment type</b>	Exempt
<b>Adjustment rate (% or formula)</b>	Exempt
<b>2020 to 2021 fee amount (\$)</b>	25
<b>Future fee-adjusted amount (\$)</b>	
<b>Adjustment date</b>	Not applicable
<b>Fee-adjustment authority</b>	Service Fees Act
<b>Service standard</b>	<p>Consular services are provided to Canadians 24 hours a day, seven days a week, at approximately 260 points of service around the world. Outside regular business hours, calls are forwarded to the Emergency Watch and Response Centre in Ottawa. Emergency situations are dealt with immediately.</p> <p>Consular services provided to Canadians are detailed in the Canadian Consular Services Charter and assessed based on written service standards (established in 1995) with qualitative and quantitative indicators. The service standards are available at <a href="#">Consular Services: Service Standards</a> as well as at all missions abroad, where they are either in public view or can be provided by employees.</p> <p>Consular services are currently grouped under the following service standards categories:</p>

	<p>1. Protection and Assistance</p> <p>2. Contact with Prisoners</p> <p>3. Passports and Citizenship</p> <p>4. Information—Canada/Third Countries</p> <p>5. Information—Local</p> <p>6. Legal and Notary</p> <p>Every effort is made to obtain solutions for specific problems and to provide the required service. However, the department's ability to do so and its success are conditioned in many instances by the laws and regulations of other countries as well as the quality and level of cooperation offered by persons and organizations outside the Government of Canada.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	<p>Of the 2,150 Canadians who completed a client feedback form in 2018-19, 94% reported that they were satisfied or very satisfied with the services received. The department also reports on performance against passport, citizenship and arrest/detention service standards. This information for 2018-19 is included below.</p> <p>Canada's missions abroad are currently asked to contact arrested or detained persons within 24 hours and ensure regular contact with long-term Canadian detainees. The frequency of contact reflects local conditions: once every three months (e.g. in much of Latin America, Africa and Asia), once every six months (e.g. in much of Western Europe) or once every 12 months (e.g. in the United States, where approximately two-thirds of detainees are located). These standards serve as guidelines for our consular officers and can be modified as required depending on needs and conditions. As of March 31, 2019, more than 94% of detainee cases met their regional standard.</p> <p>Missions are asked to report on their ability to accept, review and forward citizenship applications to Canada within the 10-day service standard. During 2018-19, they did so successfully with 82% of the applications. Missions are monitored for their ability to meet the 20-day service standard for regular passport issuance. They met this standard 94% of the time.</p>

### Specialized Consular Service Fees

Fee grouping	Specialized Consular Service Fees
Fee	Administering an oath, receiving an affidavit, declaration or affirmation or attesting any document bearing a signature
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> <sup>viii</sup> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a> <sup>ix</sup>
Year introduced	1988

<b>Last year fee-setting authority was amended</b>	2010
<b>Fee type</b>	Service
<b>Fee amount (\$)</b>	50 per document
<b>Total fee revenue (\$)</b>	No data available at this time
<b>Adjustment type</b>	Exempt
<b>Adjustment rate (% or formula)</b>	Exempt
<b>2020 to 2021 fee amount (\$)</b>	50 per document
<b>Future fee-adjusted amount (\$)</b>	
<b>Adjustment date</b>	Not applicable
<b>Fee-adjustment authority</b>	Service Fees Act
<b>Service standard</b>	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
<b>Performance result</b>	88% of clients reported overall satisfaction with the legal and notary services they received.



Fee grouping	Specialized Consular Service Fees
Fee	Attesting the execution of a document, other than a certificate of origin or a document in support of a consignment of goods
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Authenticating the signature and seal of a foreign authority, including an officially authorized translator
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Obtaining a legalization or other certification from a foreign authority in respect of any document (in addition to costs charged by the foreign authority, if any)
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Executing a document or preparing an exhibit or a parcel not otherwise provided for in this schedule
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Initialing alterations in any document not prepared by a consular officer
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	25 per page
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	25 per page
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Uniting documents and sealing their fastening
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	30
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	30
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Preparing in English or French any certificate, affidavit, declaration or other document not otherwise provided for in this schedule, excluding any printed words where printed forms are used (in addition to the fee set out in item 1, 2 or 5, if applicable)
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	a) 30 per document for less than 200 words b) 60 per document for 200 words or more and less than 500 words c) 80 per document for 500 words or more and less than 1,000 words d) 0.10 per word for 1,000 words or more
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	a) 30 per document for less than 200 words b) 60 per document for 200 words or more and less than 500 words c) 80 per document for 500 words or more and less than 1,000 words d) 0.10 per word for 1,000 words or more
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services: Service Standards</a> and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>

<b>Performance result</b>	88% of clients reported overall satisfaction with the legal and notary services they received.
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Fee grouping	Specialized Consular Service Fees
Fee	Making a copy of a document not otherwise provided for in this schedule
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	a) 30 per page by word processing, for 100 words or less b) 3 per copy by photographic process
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	a) 30 per page by word processing, for 100 words or less b) 3 per copy by photographic process
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Certifying a copy of a document
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	20 per page
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	20 per page
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Preparing, signing and sealing a declaration of existence
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	30 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	30 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Signing and sealing a declaration of existence
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	20 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	20 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Making an unofficial translation of a document, from one to the other of Canada's official languages, from a foreign language to English or French, or from English or French to a foreign language
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	a) 15 for 100 words or less b) 0.22 per word for over 100 words or \$60 per letter size page, whichever is the lesser
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	a) 15 for 100 words or less b) 0.22 per word for over 100 words or \$60 per letter size page, whichever is the lesser
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Issuing a letter addressed to a foreign authority for the granting of a visa, a residence permit, an exit permit or any other similar service
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per letter
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per letter
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Obtaining a copy of a document in the registers or records of the local authorities
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	125 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	125 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Distributing the personal effects of a deceased Canadian citizen and administering their estate in full or in part,
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	a) 100 where the total current market value of the personal effects and the estate or part of the estate is CAN500 or more and less than CAN3,000 b) 200 where the total current market value of the personal effects and the estate or part of the estate is CAN3,000 or more
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	a) 100 where the total current market value of the personal effects and the estate or part of the estate is CAN500 or more and less than CAN3,000 b) 200 where the total current market value of the personal effects and the estate or part of the estate is CAN3,000 or more
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	Specialized Consular Services are grouped under the following service standards categories: 1. Protection and Assistance 2. Legal and Notary  The complete list of service standards is available at <a href="#">Consular Services</a> : Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.  The service standards have been reviewed and new standards took effect on April 1, 2019.
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.



Fee grouping	Specialized Consular Service Fees
Fee	Transmitting of documents in private legal matters by formal note to the local authorities, including any necessary certification
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Service of documents in private legal matters performed at the mission, if an affidavit of service is provided
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Service of documents in private legal matters performed where the mission must prepare or provide an affidavit of service
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	50 per document
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	50 per document
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Where a Canadian consular officer is authorized by the Department of Foreign Affairs, Trade and Development to be named as a Commissioner by a Canadian court to take testimony from witnesses abroad for use in Canadian court proceedings
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	<p>a) 150 per person per hour or part of an hour for services of a consular officer acting as a Commissioner, within the consular premises</p> <p>b) 50 per notice for sending a notice to appear, in the language of the country concerned</p> <p>c) 50 per person for the swearing of witnesses, court stenographers, translators, legal counsel or any other person</p> <p>d) 60 for certifying a transcript as correct, including uniting documents and sealing their fastening</p> <p>e) 60 per person per hour or part of an hour for the services of an employee of the mission as an interpreter</p> <p>f) 60 per person per hour or part of an hour for the services of a stenographer or typist supplied by the mission</p>
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	<p>a) 150 per person per hour or part of an hour for services of a consular officer acting as a Commissioner, within the consular premises</p> <p>b) 50 per notice for sending a notice to appear, in the language of the country concerned</p> <p>c) 50 per person for the swearing of witnesses, court stenographers, translators, legal counsel or any other person</p> <p>d) 60 for certifying a transcript as correct, including uniting documents and sealing their fastening</p> <p>e) 60 per person per hour or part of an hour for the services of an employee of the mission as an interpreter</p> <p>f) 60 per person per hour or part of an hour for the services of a stenographer or typist supplied by the mission</p>

<b>Future fee-adjusted amount (\$)</b>	
<b>Adjustment date</b>	Not applicable
<b>Fee-adjustment authority</b>	Service Fees Act
<b>Service standard</b>	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
<b>Performance result</b>	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Preparing and sending a communication for the primary benefit of non-government persons, organizations and groups
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	a) 30 per document for less than 200 words b) 60 per document for 200 words or more and less than 500 words c) 80 per document for 500 words or more and less than 1,000 words d) 0.10 per word for 1,000 words or more
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	a) 30 per document for less than 200 words b) 60 per document for 200 words or more and less than 500 words c) 80 per document for 500 words or more and less than 1,000 words d) 0.10 per word for 1,000 words or more
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services</a>: Service Standards and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Setting up and maintaining a trust account to transfer funds to, or on behalf of, a Canadian citizen in need in a foreign country
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	70 per account, per year or part of a year
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	70 per account, per year or part of a year
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services: Service Standards</a> and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.

Fee grouping	Specialized Consular Service Fees
Fee	Arranging for and effecting the transfer of private or public funds from Canada or elsewhere to the mission
Fee-setting authority	<a href="#">Consular Fees (Specialized Services) Regulations</a> , pursuant to paragraph 19 (1) (a) of the <a href="#">Financial Administration Act</a>
Year introduced	1988
Last year fee-setting authority was amended	2010
Fee type	Service
Fee amount (\$)	75 per transfer
Total fee revenue (\$)	No data available at this time
Adjustment type	Exempt
Adjustment rate (% or formula)	Exempt
2020 to 2021 fee amount (\$)	75 per transfer
Future fee-adjusted amount (\$)	
Adjustment date	Not applicable
Fee-adjustment authority	Service Fees Act
Service standard	<p>Specialized Consular Services are grouped under the following service standards categories:</p> <ol style="list-style-type: none"> <li>1. Protection and Assistance</li> <li>2. Legal and Notary</li> </ol> <p>The complete list of service standards is available at <a href="#">Consular Services: Service Standards</a> and at all Canadian missions abroad. Clients are invited to comment if they did not receive the level of service they expected or if they wish to make suggestions.</p> <p>The service standards have been reviewed and new standards took effect on April 1, 2019.</p>
Performance result	88% of clients reported overall satisfaction with the legal and notary services they received.



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## Endnotes

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- <sup>i</sup> Service Fees Act, <http://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>
- <sup>ii</sup> Directive on Charging & Special Financial Authorities, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32502>
- <sup>iii</sup> Access to Information Act, <https://laws-lois.justice.gc.ca/eng/acts/A-1/>
- <sup>iv</sup> Export and Import Permits Act, <http://laws-lois.justice.gc.ca/eng/acts/E-19/index.html>
- <sup>v</sup> Export and Import Permits and Certificates Fees Order, <http://laws.justice.gc.ca/eng/regulations/SOR-95-245/page-1.html>
- <sup>vi</sup> Consular Fees Regulations, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-95-538/index.html>
- <sup>vii</sup> Department of Foreign Affairs, Trade and Development Act, <http://laws-lois.justice.gc.ca/eng/acts/F-27.5/FullText.html>
- <sup>viii</sup> Consular Fees (Specialized Services) Regulations, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-30/page-1.html>
- <sup>ix</sup> Financial Administration Act, <https://laws-lois.justice.gc.ca/eng/acts/f-11/>