

公证/认证申请表 Application Form for Authentication

请按背面须知准备办证材料 Please Turn Reverse for Important Information

申请人(代办人)姓名 Name of Applicant	中文				性别 Gender	男 <input type="checkbox"/> M
	English					女 <input type="checkbox"/> F
出生日期 Date of Birth	年 Y	月 M	日 D	出生地点 Place of Birth		
身份证件种类和号码 Type and No. of ID				国籍 Nationality	<input type="checkbox"/> 中国/Chinese <input type="checkbox"/> 澳大利亚/Australian <input type="checkbox"/> 其他/Other	
职业 Occupation				联系电话 Mobile Phone		
通讯地址 Home or Business Address						
公证认证目的 (即文件在华使用目的) Purpose of Document to be used in China	<input type="checkbox"/> 健在证明(领取退休金) <input type="checkbox"/> 办理无犯罪证明 <input type="checkbox"/> 证明定居身份 <input type="checkbox"/> 寄养 <input type="checkbox"/> 诉讼/Litigation <input type="checkbox"/> 婚姻/Marriage <input type="checkbox"/> 继承/Inheritance <input type="checkbox"/> 领养/Adoption <input type="checkbox"/> 房产转让、买卖/Real Estate Trading <input type="checkbox"/> 证明护照原件与复印件相符 <input type="checkbox"/> 商务贸易/Business and Trade <input type="checkbox"/> 其他/Other					
此項仅供办理认证手续人员填写		1、				
需认证的文件内容或名称 (请提供相关文件的原件和复印件) Main Content or Title of Each Document (Please Submit the Original Documents and the Photocopies)		2、				
		3、				
		4、				
计划取证日期/Preferred Collecting Day						
<input type="checkbox"/> 正常(第4工作日) <input type="checkbox"/> 加急(第3工作日, 加付 A\$30) <input type="checkbox"/> 特急(第2工作日, 加付 A\$50) Normal (forth working day) Urgent (third working day, A\$30 extra) Emergent (second working day, A\$50 extra)						
我谨声明, 我如实地填写了上述内容, 并对所填内容负责。 I hereby declare that the information given above is true, correct and complete. And I shall bear the responsibility for the above information.						
申请日期:		年	月	日	申请人(或代办人)签名:	
Date:		Y	M	D	Signature:	

领事官员专用 For Official Use Only	公证/认证号	发证日期	领事官员签名

中华人民共和国驻悉尼总领事馆: 39 Dunblane Street, Camperdown NSW 2050 受理证件申请时间: 周一至周五上午 9:00-12:00 (节假日除外)

网址: <http://sydney.chineseconsulate.org> 咨询电话: 85958000 (自动)、85958002 (人工; 上午 9:00-12:00, 下午 14:00-17:00) 传真: 85958021

申办公证、认证须知

一、办理公、认证需提供有效护照原件及复印件（照片页及澳签证页）。

二、填写本申请表一份。

三、办理公证手续的申请人应为中国公民（办理健在公证除外），并需本人来馆申请。

四、需要公证的授权委托书、声明书等文书应以黑色水笔认真书写，不得有任何涂改痕迹，书写完毕后必须在领馆领事官员面前签名，并书写当天日期。

五、办理与房产有关的授权委托书公证，需提供证明拥有该房产的房产证书（原件及复印件）；如该房产已办理了抵押贷款，还应提供有关银行同意出售该房产的证明（原件）。

办理涉及房产或财产继承、转让、赠与等事宜的授权委托书或声明书公证，需同时提供当事人家庭成员亲属关系证明文件（原件及复印件），涉及继承的，还需提供亡者的死亡证明（原件及复印件）。

六、办理中国护照复印件与原件相符的公证手续，同样需当事人本人亲自办理，并提供有效护照原件及复印件（资料页及澳有效签证页复印件各两份）。

七、办理认证需递交已由澳外交及贸易部驻新南威尔士州办事处护照办认证组（Authentication Section, Sydney Passports Office, the Department of Foreign Affairs and Trade (DFAT) New South Wales State Office, ADDRESS: LEVEL 7, 26 LEE STREET, SYDNEY NSW 2000, TEL: 02-92076904; FAX: 02-92076908）认证后的文件**原件**及**复印件**。

八、所有复印件均需使用 A4 号白纸。

九、在递交申请时获得的“取证单”是领取证件的唯一凭证，应妥善保管。丢失“取证单”将导致无法取证。

十、收费：办理民事类公证或认证手续，如，有关婚姻状况、出生、死亡、身份、民事授权、民事诉状等，收费为 30 澳元/件；

办理商务、财产类公证或认证手续，如营业执照、法人资格、资信情况、遗产继承、财产赠予、房屋买卖等，收费为 60 澳元/件。

十一、办理时间：4 个工作日。如星期一递交申请，一般星期四可取件。取件时交费。

General Requirements on Authentication

1. One properly filled-in and duly signed **Application Form for Authentication**.

2. The original document authenticated by Authentication Section, Sydney Passports Office, the Department of Foreign Affairs and Trade (DFAT) New South Wales State Office (ADDRESS: LEVEL 7, 26 LEE STREET, SYDNEY NSW 2000, TEL: 02-92076904; FAX: 02-92076908) and its complete duplicate.

3. Proof of identity with photo (such as valid passport) and its duplicate if the applicant appears at the consulate in person. If a designated representative lodges the application, he shall hold a Power of Attorney signed by the applicant and the proof of identity with photo of the representative as well; if the application is for an institution, the designated representative shall hold a letter of accreditation from the institution and the proof of identity with photo of the representative.

4. All photocopies of documents should be made on A4-size paper.

5. The "PICK UP FORM" you get when you lodge the application is the only proof for collection; when lost, you may not be able to collect the document.

6. There is a fee of AU\$30 payable per document of non-commercial purposes such as certificate of birth, death or marital status, proof of identity, civil action, etc.

There is a fee of AU\$60 payable per document of commercial purposes including registration of company, credit rating, inheritance, real estate cases etc.

7. Processing time: 4 working days. For example, an application is submitted on Mon. and normally can be collected on Thu. The payment should be made on collection.