



N° VSO 03/18

The Department of Foreign Affairs and Trade Victoria State Office presents its compliments to the Consular Corps and International Organisations in Melbourne and has the honour to relay important information about Authentications, Apostilles, and Certificates of No Impediment.

The abovementioned notarial services are delivered around Australia by Australian Passport Offices and, in the case of Sydney and Melbourne, these offices are not collocated with Department of Foreign Affairs and Trade State Offices.

*Attachment A – Australian Passport Office locations* contains the addresses and opening hours of Australian Passport Offices nationwide. Appointments are mandatory for in-person lodgement at all offices.

Document legalisation requests can also be lodged by mail. The Smartraveller website ([smartraveller.gov.au](http://smartraveller.gov.au)) website contains further information on notarial and document legalisation services, including a list of fees.

The Department requests that the Consular Corps and International Organisations relay this information to its nationals, if contacted about these services.

The Department of Foreign Affairs and Trade avails itself of this opportunity to renew to the Consular Corps and International Organisations the assurances of its highest consideration.



MELBOURNE

27 March 2018

## **Attachment A – Australian Passport Office locations**

### **Adelaide Passport Office**

5th Floor Allianz House, 55 Currie Street

Adelaide South Australia

- Appointments are mandatory
- Operating hours for passport services – 8.30am – 4.00pm weekdays
- Operating hours for document legalisation services – 8.30am – 1.00pm weekdays
- Closed on local and national public holidays

### **Brisbane Passport Office**

17th floor, 150 Charlotte Street

Brisbane Queensland

- Appointments are mandatory
- Operating hours for passport services – 8.30am – 4.00pm weekdays
- Operating hours for document legalisation services – 8.30am – 1.00pm weekdays
- Closed on local and national public holidays

### **Canberra Passport Office**

R G Casey Building

Sydney Avenue

Barton ACT

- Appointments are mandatory
- Operating hours for passport services – 8.30am – 4.00pm weekdays
- Operating hours for document legalisation services – 8.30am – 1.00pm weekdays
- Closed on local and national public holidays

### **Darwin Passport Office**

5th Floor, Northern Territory House

22 Mitchell Street

Darwin, NT

- Appointments are mandatory
- Operating hours for passport services – 8.30am – 4.00pm weekdays
- Operating hours for document legalisation services – 8.30am – 1.00pm weekdays
- Closed on local and national public holidays

### **Hobart Passport Office**

Level 1, 111 Macquarie Street

Hobart, Tasmania

- Appointments are mandatory
- Operating hours for passport services – 8.30am – 4.00pm weekdays
- Operating hours for document legalisation services – 8.30am – 1.00pm weekdays
- Closed on local and national public holidays

**Melbourne Passport Office**

Level 2, Collins Square, 747 Collins Street,  
Docklands Victoria

- *Appointments are mandatory*
- *Operating hours for passport services – 8.30am – 4.00pm weekdays*
- *Operating hours for document legalisation services – 8.30am – 1.00pm weekdays*
- *Closed on local and national public holidays*

**Perth Passport Office**

Level 17, Exchange Plaza  
Sherwood Court (off St Georges Terrace)  
Perth WA

- *Appointments are mandatory*
- *Operating hours for passport services – 8.30am – 4.00pm weekdays*
- *Operating hours for document legalisation services – 8.30am – 1.00pm weekdays*
- *Closed on local and national public holidays*

**Sydney Passport Office**

Level 7, 26 Lee Street (near Central Station)  
Sydney NSW

- *Appointments are mandatory*
- *Operating hours for passport services – 8.30am – 4.00pm weekdays*
- *Operating hours for document legalisation services – 8.30am – 1.00pm weekdays*
- *Closed on local and national public holidays*