

NON- OFFICIAL TRANSLATION

GOVERNMENT OFFICIAL GAZETTE  
HELLENIC REPUBLIC

First Volume – Issue no: 24  
31<sup>st</sup> of January 2014

**PRESIDENTIAL DECREE No: 16**

**“Consular fees and royalties”**

**THE PRESIDENT OF THE HELLENIC REPUBLIC**

Considering:

1. Articles 52, 53 and 60 of the Organisation Statute of the Ministry of Foreign Affairs, ratified by the first article of Law 3566/2007 “Ratification as a Code of ‘the Organisation Statute of the Ministry of Foreign Affairs’ (A’ 117)
2. Articles 1, 2 para 1 and 5 para.1 of Law 2949/2001 “Consular Charges and other provisions” (A’ 243).
3. The Presidential Decree 116/2002 “Consular fees and royalties” (A’ 96) as modified and in force.
4. Article 1 of Law 3103/2003 “Issuance of passports by the Greek Police and other provisions” (A’ 23) and the Joint Ministerial Decision No: 3021/22/10/28.06.2005 “Justificatory documents and procedure for issuance, form and content of the indications of a passport” (B’ 932).
5. Regulation E.U. 265/2010 of the European Parliament and the Council, concerning the modification of the Application Convention of the Schengen Agreement and Regulation E.C. 562/2006, concerning the circulation of persons with long-term visa.
6. Law 2968/2001 “Ratification of the Decisions of the Representatives of the Governments of the Member States, convened in the framework of the Council of the European Union concerning the protection of E.U citizens, on the part of diplomatic and consular missions and on the establishment of the emergency travel document (A’ 280), which ratified the Decision No: ESDP 96/409 of the Representatives of the Governments of the Member States, who convened in the framework of the Council of June 25<sup>th</sup> 1996, on the establishment of the emergency travel document.
7. Decision No: Y48/09.07.2012 of the Prime Minister “Determination of the competencies of the Alternate Minister of Finance Christos STAIKOURAS” (B’ 2105)
8. Article 90 of the Code of Legislation on the Government and the governmental bodies, which was ratified by Article 1 of P.D. 63/2005

“Codification of the legislation on the Government and the governmental bodies” (A' 98)

**9.** The fact that the application of the provisions of this Decree does not create any expenditure for the State budget

**10.** The Opinion of the Council of State No. 179/2013, at the request of the Minister of Foreign Affairs and the Alternate Minister of Finance

We hereby resolve:

## **Article 1** **Definition of Consular Fees**

For the purposes of the present Presidential Decree:

**a.** Consular authorities are: General Consulates and Consulates, Consular Offices of Embassies and Consular Port Authorities.

**b.** Honorary consular authorities are: Honorary General Consulates and Consulates.

## **Article 2** **Fees for Consular Deeds**

The compensatory consular fees of article 1 of Law 2949/2001, collected by consular authorities for deeds or actions issued or undertaken during the performance of their duties are determined as follows:

### **A. ADMINISTRATIVE DEEDS**

#### **A1 Certificates**

a)	Change of residence	EUR 120
b)	No impediment for marriage	EUR 20
c)	Exemption from double taxation	EUR 20
d)	Next-of-kin	EUR 20
e)	Permanent residence	EUR 50
f)	Minutes of oath of civil servant	GRATIS
g)	Copy or extract of deed issued at the request of an individual, when the original is not exempt from fees	EUR 10, or EUR 5 per page
h)	Application for naturalization of persons of Greek descent	EUR 30
i)	Minutes of oath, in general	EUR 15
j)	Applications, reports by individuals or legal entities to consular authorities	GRATIS
k)	Certificates and attestations of any nature, copies and extracts of documents, issued for the benefit of	

individuals, except those expressly stated herein **EUR 10**

**A2 Legalisation – Certification of documents**

- a) Legalisation of signature of a Greek citizen & an EU citizen **EUR 10**
- b) Legalisation of signature in evidence of receipt of pension **GRATIS**
- c) Legalisation of signature of a competent official of a foreign authority (exempting EU countries) **EUR 30**
- d) Legalisation of signature of a foreign natural person or an authorized representative of a foreign legal entity (exempting E.U countries) **EUR 30**
- e) Certification of criminal record extract of a Greek citizen and an E.U citizen **GRATIS**
- f) Certification of criminal record extract of a foreign citizen **EUR 30**
- g) Certification of translation by an authorized permanent employee of a consular authority or by a private official translator. In any case, the certification concerns the signature of the translator. **EUR 30**
- h) Attestation of certificate of origin of merchandise (proportionate fee per EUR 3,500 or subdivision thereof) **EUR 25**
- i) Attestation of certificates or receipts concerning hospitalization fees of persons insured by the state or by other social security organizations **GRATIS**
- j) Attestation of certificates and legalisation of signatures on titles of studies of foreign educational institutions intended for military use **EUR 10**
- k) Attestation of titles of studies for admission to Greek Universities (AEI) **EUR 10**
- l) Conclusion or renewal of work contracts **EUR 10**
- m) Stamp on special identity card of Greeks residing abroad (EDTO) under law 2790/2000 - KYA 4864/8/8-c/17.7.2000 **EUR 15**
- n) Certification/attestation of any documents except those expressly stated herein **EUR 10**

**A3 Issuance of Greek Passports**

Consular authorities receive the applications and collect the fees for the issuance of Greek passports in accordance with the provisions of Law 3103/2003 and the joint ministerial decision 3021/22/10/2005/28.06.2005, as modified and in force.

Travel documents are issued in exceptional cases and provided that the timely issuance of a regular passport is not feasible.

#### **A4 Visas on foreign passports**

a) Consular authorities grant to holders of foreign passports the categories of entry visas provided for by the Convention Implementing the Schengen Agreement in accordance with the conditions, the procedure and following the payment of visa fees set by the aforesaid Convention or the acts concerning its implementation and the Regulation (E.P) no: 810/2009 of the European Parliament and the Council of July 13<sup>th</sup>, 2009 for the establishment of a Community Code on Visas.

Visas are granted GRATIS under the terms and conditions determined by the joint ministerial decision 2/63542/A0024/05.11.2002, as modified and in force.

On the basis of reciprocity, visas on diplomatic and official passports of foreign nationals are granted GRATIS.

b) National visas on foreign passports (flat rate) EUR 180  
(students) EUR 90

Except in cases of obligations arising in the framework of the implementation of bilateral agreements with third countries **GRATIS** (subject to the written approval of the competent Department of the M.F.A)

## A5 European Travel Documents

#### A6 Emergency Travel Documents ( National)

## B. REGISTRATION OF VITAL RECORDS

a)	Civil marriage ceremony	EUR 100
b)	Civil marriage ceremony (of persons) outside the region (of consular jurisdiction) or of no- permanent residence abroad	EUR 200
b)	Registration of acts of birth, marriage, death, civil union, addition to, or change of, first name or surname	EUR 10 plus the fines for late registration as stipulated by the law
d)	Registration of divorces	EUR 10
e)	Arrangement of municipal status (registration of non- registered persons who had applied or intend to apply in person to the Special Registry of Athens	EUR 150
f)	Determination of Citizenship	EUR 100
g)	Copies of registration acts, in general	EUR 10

**C. JUDICIAL DEEDS**

a)	<b>Non-contentious jurisdiction</b> (report of sealing and unsealing of property, convocation of council of relatives, decree of council of relatives, minutes of emancipation, minutes of meeting of arbitrators, deed of submission of arbitration awards etc.)	<b>EUR 50</b>
b)	<b>Penal jurisdiction</b> (written suit, reports of oral suit, preliminary inquiry, local investigation, house search, seizure, safe-keeping, arrest and bail, civil actions and services)	<b>EUR 50</b>
c)	<b>Petty offences and misdemeanors</b> (subpoena, summons of witnesses, decision, minutes in general)	<b>EUR 30</b>

**D. SHIPPING DEEDS**

a)	Deed of the consul for the appointment of experts adjusters to examine damages of the ship	<b>EUR 50</b>
b)	Guarantee in favour of the captain	<b>EUR 50</b>
c)	Legalisation of report of average regulation	<b>EUR 50</b>
d)	Certification of affidavit of the captain or crew members concerning the loss of their diploma, for the issuance of a new diploma	<b>EUR 15</b>
e)	Stamps on ship's crew list, nationality document, provisional shipping documents (PNE) and ship safety certificates	<b>EUR 40</b>
f)	Issuance of any certificates provided for by international conventions	<b>EUR 5</b>
g)	Attestation of captain's certificate of a ship under foreign flag not insured with NAT concerning the sea service of a Greek seaman on board	<b>EUR 10</b>
h)	Certification of shipping documents and copies thereof	<b>EUR 5</b>

**E. NOTARIAL DEEDS**

**E1 Deeds on which a tax is levied**

a)	Sale, distribution, exchange of real property Proportionate fee on the value, for each amount of EUR 3,500 or any fraction thereof	<b>EUR 75</b>
b)	Sale, distribution, exchange of personal property Proportionate fee on the value, for each EUR 3,500 or fraction thereof	<b>EUR 225</b>

c)	Donation inter vivos or by reason of death, parental grant of real property and personal property and contractual revocation thereof. Contract for the assignment of usufruct. Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 100
d)	Donations in favour of the state, in favour of a municipality or community or prefectoral authority of the Greek State, in favour of Higher Education Institutes (AEI), Technological Education Institutes (TEI) or a Greek school in general or other educational establishment in Greece, in favour of a Greek legal entity of public law (NPDD) as well as in favour of a Greek charity foundation	GRATIS

## **E2 Other notarial deeds**

a)	Preparation of statement of acceptance of inheritance or bequest	EUR 100
b)	Preparation of power of attorney (appointment, revocation). Per sheet	EUR 50
c)	Copies of powers of attorney and other notarial deeds. Per sheet	EUR 10
d)	Power of attorney for the collection of salary, pension, medical fees, compensation and for registration acts of vital records. Per sheet	EUR 5
e)	Preparation and revocation of public (open) will	EUR 100
f)	Deposit and revocation of secret (sealed) will	EUR 100
g)	Deposit and revocation of holographic will	EUR 100
h)	Stamping of holographic will on submission for publication	EUR 100
i)	Publication of will	EUR 100
j)	Bill of exchange protest. Per sheet	EUR 50
k)	Preparation of preliminary contract. Per sheet	EUR 10
l)	Deposit of consignment	EUR 75
m)	Sworn statement (affidavit) provided for by article 270 of Civil Procedure Code Per sheet	EUR 70
n)	Copy of Sworn statement (affidavit) provided for by article 270 of Civil Procedure Code Per sheet	EUR 20
o)	Conclusion of civil union agreement	EUR 100
p)	Conclusion of civil union agreement (of persons) outside the region (of consular jurisdiction) or of non- permanent residence abroad	EUR 200

q)	Deed of termination of civil union agreement	EUR 100
r)	Deed of adoption, recognition of out-of-wedlock child	EUR 50
s)	Lease of real property or ship, termination of lease Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 30
t)	Constitution of loan (simple, with mortgage), commodity, pledge, assignment of claim, contract of debt, lease of personal property. Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 225
u)	Extension of loan. Per sheet	EUR 50
v)	Elimination of mortgage registered by court decision. Elimination of mortgage charge Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 225
w)	Establishment of SA, LTD, OE, EE. Amendment of corporate charter, dissolution etc. Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 90
x)	Transfer of shares of SA, transfer of corporate shares of LTD, OE, EE. Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 90
y)	Settlement in financial claims. Payment of claim for which no notarial document was prepared. Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 225
z)	Third party guarantee Proportionate fee on the value, for each EUR 3,500 or fraction thereof	EUR 50
	This is an incidental (adjunct) agreement and NO fee is collected if the main contract was made by notarial document.	

### **Article 3** **Receipts in favour of individuals**

A sum equal to 2% is paid in favour of the state for each collection of money at the request of an individual, by virtue of a court decision or other title.

### **Article 4** **Receipt acknowledged by Payment Slip**

1. When consular fees exceeding, per deed, EUR 300 are collected, a Payment Slip (Γραμμάτειο Είσπραξης) is issued as a receipt.

2. Besides consular fees, consular authorities and consular offices also collect taxes, duties and contributions in favour of third parties, as enacted by law. The collection of any of the above, regardless of the amount, is acknowledged by issuing a Payment Slip (Γραμμάτειο Είσπραξης) as a receipt.

3. Taxes and duties in favour of the State or third parties are collected by issuing a Payment Slip (Γραμμάτειο Είσπραξης) as a receipt, regardless of the amount.

## **Article 5**

### **Consular royalties**

1) For the employment of a permanent consular employee at the request of an individual or for private interest outside the consular premises, a fee of **EUR 150** per 4 hours or fraction thereof is collected in favour of the state by issuing a Payment Slip (Γραμμάτειο Είσπραξης).

2) For interpretation services of a permanent consular employee in a civil or private case, a fee of **EUR 100** for every hour of actual interpreting service is collected in favour of the state by issuing a Payment Slip (Γραμμάτειο Είσπραξης).

3) The fees of paragraphs (1) and (2) of this article are doubled in the event that the employee should travel outside the city where the consular authority is located.

4) For translations by permanent employees of consular authorities, the amount of **EUR 20** per page are collected in favour of the State.

5) In case of honorary consular authorities, the above royalties are collected by the heads or employees of the said consular authorities or the interpreters, as the case may be. The collection is made by issuing a simple receipt.

## **Article 6**

### **Receipts of honorary consular authorities**

1) The heads of honorary consular authorities withhold, to cover their operational needs, a percentage of **60%** of their consular receipts and pay the balance of **40%** to the state on submission of their accounts in accordance with the provisions applicable each time.

2) Taxes and royalties in favour of the state or third parties, collected by honorary consular authorities, are paid in full.

3) In the event that the product of receipts of honorary consular authorities which is due to the state cannot be transferred abroad due to foreign exchange restrictions, it is forwarded at the end of the fiscal year, following the approval of the General Inspection of the Ministry of Foreign

Affairs, to the embassy under whose jurisdiction the honorary consular authority is included.

#### **Article 7**

##### **Repealed provisions**

Presidential Decree 116/2002 (A' 96) as well as every other provision of administrative regulation which regulates matters dealt with herein in a different manner, are hereby repealed.

#### **Article 8**

##### **Entry into force**

The present Decree shall enter into force after the completion of one month from its publication in the Government's Official Gazette.

We entrust the publication and implementation of this Presidential Decree to the Minister of Foreign Affairs.

Athens, 24<sup>th</sup> January 2014

THE PRESIDENT OF THE REPUBLIC  
KAROLOS GR. PAPOULIAS

THE MINISTERS

VICE-CHAIRMAN  
OF THE GOVERNMENT  
& MINISTER OF FOREIGN AFFAIRS  
EVANGELOS VENIZELOS

ALTERNATE MINISTER  
OF FINANCE  
CHRISTOS STAIKOURAS

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