

SCHEDULE OF FEES FOR CONSULAR SERVICES—Continued

Item No.	Fee
(b) Executing commissions to take testimony in connection with foreign documents for use in criminal cases when the commission is accompanied by an order of Federal court on behalf of an indigent party [59—Indigent Test]. (Items no. 54 through 60 vacant)	No fee.
<b>Services Relating to Vessels and Seamen</b>	
61. Shipping and Seaman's services: Including but not limited to, recording a bill of sale of a vessel purchased abroad, renewal of a marine radio license, and issuance of certificate of American ownership: [61—Shipping Bill of Sale] .....	Consular time (item 75) plus expenses.
[62—Shipping Radio Lic] .....	Consular time (item 75) plus expenses.
[63—Shipping Cert AM Own] .....	Consular time (item 75) plus expenses.
[64—Shipping Misc] .....	Consular time (item 75) plus expenses.
(Item nos. 62 through 70 vacant)	
<b>Administrative Services</b>	
71. Non-emergency telephone calls [70—Toll Call Cost] [71—Toll Cost Surcharge] .....	Long distance charge plus \$10.
72. Setting up and maintaining a trust account: For 1 year or less to transfer funds to or for the benefit of a U.S. citizen in need in a foreign country [72—OCS Trust].	\$30.
73. Transportation charges incurred in the performance of fee and no-fee services when appropriate and necessary [73—Transportation].	Expenses incurred.
74. Return check processing fee [74—Return Check] .....	\$25.
75. Consular time charges: As required by this schedule and for fee services performed away from the office or during after-duty hours (per hour or part thereof/per consular employee) [75—Consular Time].	\$235.
76. Photocopies (per page) [76—Photocopy] .....	\$1.
(Items nos. 77 through 80 vacant)	

[67 FR 34835, May 16, 2002, as amended at 67 FR 62886, Oct. 9, 2002]

**§ 22.2 Requests for services in the United States.**

(a) *Requests for records.* Requests by the file subject or the individual's authorized agent for services involving U.S. passport applications and related records, including consular birth, marriage and death records and authentication of other passport file documents, as well as records of births, marriages and deaths within the former Canal Zone of Panama recorded and maintained by the Canal Zone Government from 1904 to September 30, 1979, shall be addressed to Passport Services, Correspondence Branch, Department of State, Washington, D.C. 20524. Requests for consular birth records should specify whether a Consular Report of Birth (Form FS 240, or long form) or Certification of Birth (Form DS 1350, or short form) is desired. Advance remittance of the exact fee is required for each service.

(b) *Authentication services.* Requests for Department of State authentication of documents other than passport

file documents must be accompanied by remittance of the exact total fee chargeable and addressed to the Authentication Officer, Department of State, Washington, DC 20520.

[46 FR 58071, Nov. 30, 1981, as amended at 64 FR 66770, Nov. 30, 1999]

**§ 22.3 Remittances in the United States.**

(a) *Type of Remittance.* Remittances shall be in the form of: (1) Check or bank draft drawn on a bank in the United States; (2) money order—postal, international or bank; or (3) U.S. currency. Remittances shall be made payable to the order of the Department of State. The Department will assume no responsibility for cash which is lost in the mail.

(b) *Exact payment of fees.* Fees must be paid in full prior to issuance of requested documents. If uncertainty as to the existence of a record or as to the number of sheets to be copied precludes remitting the exact fee chargeable with the request, the Department of State will inform the interested party of the exact amount required.