

Booking policy

Appointments are required for all services (fees apply).

Please be on time for your appointment. If you arrive 10 minutes after your appointment time you may need to re-book another appointment.

Please do not book more than one appointment. Clients who book multiple appointments will have their appointments cancelled.

Appointments are not required for the following services:

- Passport collections - please attend the Australian High Commission between 8:30am – 12:30pm, Monday - Friday

Appointments are available for the following passport and notarial services. How to book your appointment

Steps to booking:

1. Select the service that you require.
2. You will automatically be forwarded to the next available appointment. You may select a date or time between 24 hours and 10 months in advance. First select the date on the calendar and then choose the time.
3. Enter all your information including your full name, your email address, your Australian passport number and date of birth. We also request your telephone number so that we can contact you if necessary.
4. Agree to our cancellation policy. If you need to cancel or reschedule your appointment, please refer to instructions below. Cancellations and modifications can be made 1 hour in advance.
5. Attend the Australian High Commission at your designated booking time.

Cancelling or rescheduling an appointment

You will receive an appointment cancellation/modification link each time you book an appointment at the Consulate. The Consulate sends email confirmation when an appointment is booked.

If you want to cancel an appointment, please click the "Cancel Appointment" link and you will receive a message on a new tab asking you to confirm cancellation.

If you want to modify an appointment, please click the "Reschedule" link. You will receive a message on a new tab allowing you to reschedule your appointment.

If you require assistance, please email us at consular.Nicosia@dfat.gov.au

Notarial Services

Your appointment will be confirmed once you email to us your documents. E-mail address: consular.Nicosia@dfat.gov.au

Documents

You need to present your original documents at your appointment.

Fees

Local fees are subject to change monthly with currency fluctuations. Up-to-date fees are available at <http://cyprus.embassy.gov.au/ncos/home.html> – **Passport Services**.

Payment in Euro must be made in cash only (exact amount) at time of appointment.

Disclaimer

The Department of Foreign Affairs and Trade is not responsible for any loss or damages whatsoever arising out of or in connection with the online appointment booking system. The Department of Foreign Affairs and Trade reserves the right to omit, suspend or edit all information and/or services provided at any time in its sole discretion without giving any reason or prior notice. You are responsible for keeping apprised of all information and/or services provided in this booking system.

Private Policy

The Australian High Commission will never provide your details to anyone else; however, we do use third party software to manage the appointment bookings. The Department of Foreign Affairs and Trade's privacy policy can be viewed <http://dfat.gov.au/about-us/about-this-website/pages/privacy.aspx>.