

Booking policy

Clients presenting at the Embassy for passport or notarial services without an appointment will be asked to make an appointment and to then return at the appointment time. Fees will be paid in Euros, by credit card only.

An appointment is the time when an applicant should present at the Consular and Passports Counter, therefore please arrive at the Embassy before your scheduled appointment and allow some time for security screening at the Embassy's entrance.

Applicants should allow approximately 30 minutes at the Embassy. Your appointment could be forfeited if you arrive 15 minutes after your appointment time.

We request that you do not book more than one appointment as you can refer back to your confirmation email if you need to amend or cancel your appointment (see example below). Clients who book multiple appointments will have their appointments cancelled.

Appointments are not required / available for the following services:

- Passport collections - please visit the Embassy between 9am – 12pm and 2pm – 4pm, Monday – Friday, excluding [public holidays](#).
- Enquiries - please contact the Embassy by phone or email, or visit the Embassy between 9am – 12pm and 2pm – 4pm, Monday - Friday
- Emergency passport applications

We are unable to provide notarial services for visa and migration purposes. Please refer to our [visa, citizenship and migration page](#) on our website for further information.

Appointments are available for the following passport and notarial services.

How to book your appointment:

1. Visit our [booking page](#)
2. Select the service that you require.
3. 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.
4. Enter your information. We require clients to provide their email address to enable the receipt of appointment reminder emails. We also request your phone number so that we can contact you if necessary.
5. 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.
6. Visit the Embassy 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 Embassy. The Embassy sends an 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.paris@dfat.gov.au

Fees

Fees vary month to month and up-to-date fees are available on the [Passport fees](#) page and [Notarial Services fees](#) page on our website.

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.

Privacy Policy

The Australian Embassy 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 (DFAT) uses third-party software (Setmore) to manage the Consulate-General's appointments. Your personal information (including your name and contact details) will be collected by DFAT via Setmore to book your appointment and for related purposes. By proceeding with this booking, you are consenting to the collection of this information by Setmore on DFAT's behalf for these purposes. If this information is not collected, DFAT's ability to arrange your appointment will be limited. Your personal information will be handled by Setmore in accordance with [Setmore's Privacy Policy](#), and by DFAT in accordance with [DFAT's Privacy Policy](#).