

**Decree of the Ministry for Foreign Affairs on Fees for Services Produced by the  
Foreign Service  
(377/2014)**

*Section 1*

Scope of application

- (1) This Decree provides for the fees to be charged for services produced by the Ministry for Foreign Affairs and by the Finnish missions abroad.
- (2) This Decree shall apply to honorary consulates insofar as the public services produced by them are concerned.

*Section 2*

Services free of charge

- (1) Subject to the provisions of subsection 2, the following services produced by the Ministry for Foreign Affairs and the Finnish missions abroad shall be free of charge:
  - (1) official acts which do not directly address any individual person or company or any otherwise specified group;
  - (2) measures of executive assistance concerning an individual person and taken in the public interest;
  - (3) measures taken in cases of persons who have been granted legal aid under the Legal Aid Act (257/2002);
  - (4) necessary services provided in accordance with sections 12, 19, 20 and 22 of the Consular Services Act to persons who are in distress or arrested, prosecuted or detained abroad, and small amounts of financial assistance;
  - (5) measures related to the establishment of paternity, child welfare, child custody and maintenance security and falling within the competence of social welfare authorities, and assistance in issues related to child abduction;
  - (6) authorisations for the export of dual-use items, export certificates, and international import certificates;
  - (7) the transmission of applications and declarations made by individual persons to Finnish authorities, where this is a statutory duty of missions abroad;
  - (8) the transmission of pensions paid to foreign citizens on the basis of employment with the foreign service, and the transmission of other comparable allowances paid by the state;
  - (9) the reciprocal exchange of information and training relating to cooperation between authorities, and other reciprocal services;
  - (10) the commissioning or preparation of reports on the legislation of foreign states to a Finnish government authority;
  - (11) communications services;

- (12) the provision of advice and guidance, when it only generates minor costs;
- (13) transmission of information between Finland and other states or international communities;
- (14) the use of library services and research rooms of the Ministry for Foreign Affairs; and
- (15) the provision of documents, extracts, copies and certificates and other comparable services relating to employment.

(2) Any necessary additional expenses shall be subject to reimbursement under section 5.

(3) On the basis of international custom or reciprocity, the following services shall be free of charge:

- (1) replies to inquiries made by foreign states concerning Finnish legislation;
- (2) the service of foreign judicial documents and other foreign documents in Finland; and
- (3) the issue of identity cards to staff members of a diplomatic mission or a comparable representation accredited to Finland or of a consulate headed by a career consular officer and functioning in Finland and to their family members, as well as to honorary consuls of foreign states functioning in Finland.

(4) Exemptions from the payment of fees for services subject to a fee are stipulated in Schedules of fees 1 and 2.

### *Section 3*

#### Public services subject to a fee

(1) The Ministry for Foreign Affairs and the Finnish missions abroad shall charge a fee for the following public services:

- (1) the issue of a travel document;
- (2) the issue of a visa;
- (3) the issue of a residence permit;
- (4) the issue of a certificate or an extract from a document;
- (5) approval and authorisation under section 4, subsection 2 of the Act on the Use of the Kyoto Mechanisms (109/2007), and
- (6) other notarial services and comparable public services.

(2) Public services shall be subject to fixed fees in accordance with Schedule of fees 1 in Annex 1, and any additional expenses shall be subject to reimbursement under section 5. A fee under Regulation (EC) No 810/2009 of the European Parliament and of the Council shall be charged as a visa fee. Any other fees for public services that may be agreed bilaterally and are not included in the Schedules of fees shall be as stipulated in country-specific agreements.

(3) Residence permits shall be subject to a fee stipulated by a Decree of the Ministry of the Interior. Refusals are similarly subject to a fee.

(4) Section 12 of the Act on the Health Care Abroad of Civil Servants and Employees (176/1987) provides for the reimbursement of expenses incurred by the foreign service

in organising the health care and occupational health service referred to in the said Act.

#### *Section 4*

##### Other services subject to a fee

- (1) Other services subject to a fee shall include
  - (1) the service of a document abroad;
  - (2) the search for a document or an address;
  - (3) the transmission of funds and the provision of financial assistance;
  - (4) the provision of a photocopy or other copy of a document, a technical record or other material;
  - (5) the use of the courier and transportation services of the foreign service;
  - (6) the use of the data system of the foreign service;
  - (7) training, lecturing, interpretation, translation, research and information services and other expert services;
  - (8) the provision of printed matter not meant for purposes of communications services;
  - (9) the use of premises, furniture and equipment in the possession of the Ministry for Foreign Affairs or a mission abroad, as well as office services;
  - (10) the transmission of and invoicing for materials on the basis of an assignment, where they are not included in the fee charged for the materials; and
  - (11) other services based on an assignment or comparable services falling within the competence of the foreign service.
- (2) In accordance with Schedule of fees 2 in Annex 2, a fixed rate fee shall be charged for the other services subject to a fee under paragraphs 1 to 7, and a fee corresponding to absorption costs shall be charged for the services under paragraphs 8 to 11.

#### *Section 5*

##### Reimbursement of additional expenses

- (1) Apart from the fees stipulated in sections 3 and 4, any necessary additional expenses incurred by the foreign service in producing a service shall be subject to reimbursement as follows:
  - (1) compensation for travelling expenses and work performed outside the regular office hours to be paid to staff of the foreign service under the general collective agreements for government, as well as other direct expenses incurred by the foreign service unit in producing the service; and
  - (2) expenses arising from the purchase of external services in full, excluding normal postage.
- (2) Reimbursement of additional expenses shall be claimed in accordance with Schedule of fees 2. Reimbursement of additional expenses shall be claimed even if a fee is not charged under the provisions of this Decree. However, no reimbursement shall be claimed if the expenses of recovery would exceed the reimbursable amount.

#### *Section 6*

##### Currency of payment

(1) A mission abroad shall charge a fee or reimbursement amount primarily in the currency of the host country. If the currency is other than euro, the exchange rate shall be an average rate confirmed by the Ministry for Foreign Affairs. The amount of the fee or reimbursement amount in the currency in question shall be rounded up or down to the currency unit commonly used in local payment transactions.

(2) If the mission charges the fee or reimbursement amount in a currency other than the currency of the host country, the fee or reimbursement amount shall be paid either in euro or United States dollar, depending on the currency of account ordered by the Ministry for Foreign Affairs for the mission in addition to the currency of the host country.

#### *Section 7*

##### Fees charged by honorary consulates

Any fees charged by honorary consulates for travel documents, visas and residence permits shall be entered as revenue to the state. The honorary consulates shall keep any other amounts charged under this Decree in compensation for the services produced by them, unless otherwise agreed.

#### *Section 8*

##### Entry into force

This Decree enters into force on 1 June 2014. Measures necessary for the implementation of the Decree may be undertaken before its entry into force.

This Decree repeals

1) the Decree of the Ministry for Foreign Affairs on Fees for Services Produced by the Foreign Service (1353/2011); and

2) the Decree of the Ministry for Foreign Affairs on Fees for Services Produced by the Foreign Service (872/2008) with subsequent amendments.

## Annex 1

## SCHEDULE OF FEES 1

<b>Service</b>	<b>Fee</b>	<b>Legal basis</b>
<b>Public services</b>		
<b>Issue concerning</b>		
- passport, diplomatic passport, service passport or identity card (+ any expenses due to the mode of delivery); including refusal	140 €	Section 3(1)(1)
- fast track passport (+ any expenses due to the mode of delivery); including refusal	160 €	Section 3(1)(1)
- express passport (+ any expenses due to the mode of delivery); including refusal	175 €	Section 3(1)(1)
- temporary passport (+ postage); including refusal	175 €	Section 3(1)(1)
- emergency passport (+ postage); including refusal	160 €	Section 3(1)(1)
- seafarer's identity document, temporary alien's passport, laissez-passer travel document, emergency travel document for citizens of the European Union for journey home (+ postage); including refusal	140 €	Section 3(1)(1)
- passport for more than one year, diplomatic passport, service passport or identity card for veterans of wars in Finland or participants in demining in 1945–1952 (+ postage); including refusal	60 €	Section 3(1)(1)
- visa fee; including refusal	60 €	Section 3(1)(2), Section 3(2)
- visa fee for persons aged 6 to 11 years; including refusal	35 €	Section 3(1)(2), Section 3(2)
- visa fee for citizens of a third country under a visa facilitation agreement between the EU and the third country	35 €	Section 3(1)(2), Section 3(2)
- fee for accelerated processing of a visa application under a visa facilitation agreement between the EU and a third country; including refusal	70 €	Section 3(1)(2), Section 3(2)
- sheet for affixing a visa for persons holding travel documents not recognised by Finland	10 €	Section 3(1)(2), Section 3(2)
- certificates and extracts from documents at the Ministry for	20 €	Section

Foreign Affairs		3(1)(4)
- certificates and extracts from documents at a mission abroad	30 €	Section 3(1)(4)
- notary's certificates attesting a real-estate transfer	160 €	Section 3(1)(4)
- temporary certificates of nationality of a merchant ship	200 €	Section 3(1)(4)
- processing fee/project for approval and authorisation under section 4, subsection 2 of the Act on the Use of the Kyoto Mechanisms (109/2007)	105 €	Section 3(1)(5)
- measures other than those under section 2 or 3 which fall within the competence of the foreign service according to an act of Parliament, a decree or an international agreement	40 €	Section 3(1)(6)
- the preparation of a new log	160 €	Section 3(1)(6)
- the reception of a maritime declaration	300 €	Section 3(1)(6)

No processing fee for a travel document shall be charged for a passport issued to

- (1) the President of the Republic or his or her family member;
- (2) a member of the Government; or
- (3) an employee of the foreign service or his or her family member.

No processing fee for a visa shall be charged

- (1) in cases falling within the scope of Regulation (EC) No 810/2009 of the European Parliament and of the Council from children under 6 years of age; school pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training; and researchers from third countries travelling within the Community for the purpose of carrying out scientific research, for facilitating the issue by the Member States of uniform short-stay visas;
- (2) persons invited by the Finnish Parliament or Government;
- (3) holders of a diplomatic passport or service passport travelling to Finland or via Finland on official duties, and locally employed staff members of a Finnish mission abroad who arrive in Finland for work duties;
- (4) staff members of a diplomatic mission or a comparable representation accredited to Finland or of a consulate headed by a career consular officer and functioning in Finland, and their family members;
- (5) persons received by Finland under a Government decision as refugees, because of their need for protection or for an important humanitarian reason;
- (6) persons who, under an international agreement, are entitled to receive a visa free of charge; Finnish citizens' family members who are third country citizens and need a visa for the Schengen area; those family members or other relatives of citizens of the European Union or of comparable persons who enjoy the right of free movement and need a visa for the Schengen area; and persons participating in a meeting of the United Nations or its special agencies, the Council of Europe, the European Union or the Organization for Security and Cooperation in Europe, when the meeting is organised in Finland; and
- (7) honorary consuls of Finland.

Visas may be issued free of charge

- (1) in the case of disasters or other comparable situations, where it is justified for humanitarian reasons;
- (2) for groups of school pupils and young people under 18 years of age participating in cultural or sports events at the invitation of the organiser of the event;
- (3) for holders of a diplomatic passport or a service passport and their family members, where it is of particular significance for the relations between Finland and a foreign state; and
- (4) in other cases mentioned in Regulation (EC) No 810/2009 of the European Parliament and of the Council.

The amount of a fee or a decision to reduce or waive a fee for a third country citizen needing a visa may also be based on an agreement concluded between the European Union and the third country in question in order to facilitate visa procedures, or on such an agreement to be negotiated concerning the amount of the fee.

No processing fee for a residence permit shall be charged

- (1) staff members of a diplomatic mission or a comparable representation accredited to Finland or of a consulate headed by a career consular officer and functioning in Finland, and their family members;
- (2) persons received by Finland under a Government decision as refugees, because of their need for protection or for an important humanitarian reason;
- (3) persons participating in a youth exchange programme under a bilateral agreement or other international arrangement, on the basis of reciprocity; and
- (4) in cases where the waiver of the fee is based on an agreement concluded by Finland with another state.

No processing fee for certificates and extracts from documents shall be charged for

- (1) certificates required for applying for social support or assistance; and
- (2) certificates issued to staff members of a diplomatic mission or a comparable representation accredited to Finland or of a consulate headed by a career consular officer and functioning in Finland.

## Annex 2

## SCHEDULE OF FEES 2

<b>Other services subject to a fee</b>	Fee	Legal basis
<b>Issue concerning</b>		
- the service of a judicial document or other document; including attempt of service	100 €	Section 4(1)(1)
- search for an extract from the population register or other document or for the address of a person residing abroad; including attempt of search for a document or an address	100 €	Section 4(1)(2)
- the transmission of funds and the provision of financial assistance, unless the total amount of assistance is at most 40 €	40 €	Section 4(1)(3)
- a paper copy of size A4	0.50 €	Section 4(1)(4)
- a paper copy of size A3	1 €	Section 4(1)(4)
- a data storage medium	20 €	Section 4(1)(4)
- a photograph on which the Ministry for Foreign Affairs or a mission abroad holds copyright	20 €	Section 4(1)(4)
- the publishing of a photograph on which the Ministry for Foreign Affairs or a mission abroad holds the right of use	50 €	Section 4(1)(4)
- the handling of courier dispatches	10 €	Section 4(1)(5)
- transportation of freight	absorption cost	Section 4(1)(5)
- the use of the data system of the Ministry for Foreign Affairs /month	100 €	Section 4(1)(6)
- training, lecturing, interpretation, translation, research and information services and other expert services	150 €/h	Section 4(1)(7)
- printed matter of the foreign service	absorption cost	Section 4(1)(8)
- the use of premises, furniture and equipment and office services	absorption cost	Section 4(1)(9)
- the transmission of and the invoicing for materials on the basis of an assignment, where they are not included in the fee charged for the materials	absorption cost	Section 4(1)(10)
- other services based on an assignment and comparable services falling within the competence of the foreign service	absorption cost	Section 4(1)(11)
<b>Reimbursement of additional expenses</b>		
<b>Issue concerning</b>		
- compensation for travelling expenses and work	in full	Section



performed outside the regular office hours to be paid to staff of the foreign service, and other direct expenses incurred in producing the service		5(1)(2)
- expenses arising from the purchase of external services (excluding normal postage)	in full	Section 5(1)(2)

No fee shall be charged for the service of a document abroad

- (1) in cases subject to public prosecution;
- (2) in cases falling within the scope of application of the Aliens Act (301/2004);
- (3) in cases where public legal aid has been granted under the Legal Aid Act (257/2002) prior to the request for service of the document; and
- (4) in cases initiated *ex officio* by social welfare authorities.

No fee for the search for a document or an address shall be charged social welfare authorities or public law entities whose duties relate to the protection of public interest.

No separate fee shall be charged for information material of the foreign service or a copy if the copy is delivered as part of another service subject to a fee.

A fee shall be charged for transportation by the courier of the foreign service, in accordance with the regulation on private courier dispatches of staff members of the Ministry for Foreign Affairs. Such a fee may also be charged the receiver of a dispatch.

The use of the data system of the Ministry for Foreign Affairs is subject to a fee for users outside the foreign service, unless the Ministry decides otherwise on the basis of reciprocity.