



ALBATROS

OFFICIAL PRICE LIST OF SERVICES

Registered Office: Džemala Bijedića 134, 71000 Sarajevo, Bosnia and Herzegovina

The fixed agency fee represents compensation for the professional engagement of the agency, including administrative work, visits to competent institutions, waiting time, communication, coordination, and overall case management. The fee is calculated per day.

The price per document applies to a specific service (document retrieval, certification, apostille) and depends on the total number of documents processed.

Service	Description	Price
1. Document Retrieval (BiH)	Fixed agency fee	25 KM
	First document	25 KM
	Each additional document	20 KM
2. Apostille certification (BiH)	Apostille service only (documents already obtained by the client):	
	Fixed agency fee	25 KM
	First apostille	20 KM
	Each additional apostille	15 KM
	If document retrieval is also performed by the agency:	
Apostille fee per document	10 KM	
3. Certification (Municipality/Notary)	Certification service only (documents already obtained by the client):	
	Fixed agency fee	25 KM
	First certification	20 KM
	Each additional certification	15 KM
	If document retrieval is also performed by the agency:	
Certification fee per document	10 KM	
4. International/Consular Certification	International agency fee:	
	First day of engagement	150 KM
	Each additional day	100 KM
	Embassy or consular certification	70 KM per document
	Travel expenses	0,5 KM/km (round trip)
	Daily allowance for food and beverages	50 KM per day
	Overnight accommodation	Actual invoice
Consular and administrative fees	Official tariff	



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5. Document Translation Service	Communication, coordination and organization of document translations with a certified court interpreter are included in the agency fee.	25 KM
	Translation fees are charged in accordance with the official price list of the certified court interpreter.	
6. Travel expenses (Outside Sarajevo)	0.5 KM/km (round trip)	
	Mileage is calculated from the agency's registered office in Sarajevo to the location where the service is provided.	
	Travel expenses are not included in the service prices and are charged separately.	

GENERAL NOTES:

- All prices are transparent and free of hidden charges.
- All prices are stated in Convertible Marks (KM).
- Administrative, court, and consular fees are not included in the service prices unless explicitly stated otherwise.
- Service completion deadlines depend on the procedures and processing times of the competent institutions and diplomatic missions.