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Foreign Office Instructions
for Vice Consuls.

INSTRUCTIONS FOR VICE-CONSULS.

1. VICE-CONSULS are officers appointed to act under the orders and superintendence of Consuls who hold the Queen's Commission.

2. A Vice-Consul is provided with a letter of authority by his superior officer, who will take such steps as may be necessary for procuring the Vice-Consul's recognition by the local authorities.

3. A Vice-Consul may claim the enjoyment of such privileges, immunities, and exemptions as are usually granted to officers of his rank in the country in which he resides, but he is not to aim at more than is sanctioned by custom or Treaty.

4. Vice-Consuls stationed at places where no superior officer resides may, unless otherwise directed, appropriate to their own use the fees which are leviable under the Order in Council of the 1st of May, 1855, and which are specified in the annexed Tables.

Consular services for which fees are leviable are, however, not to be forced on shipmasters or other persons, excepting in cases in which the interference of a Consular Officer is by law made compulsory.

At the expiration of every year the Vice-Consul must make a return to his superior officer of the gross amount of all the fees collected by him or in his name, distinguishing the fees taken under each of the two Tables.

5. Vice-Consuls are to address all their official correspondence to their Superintending Consul, who will furnish them from time to time with special instructions for their guidance. Their reports must comprise information in regard to the amount and character of the domestic and foreign trade and shipping; the effect of all commercial and agricultural operations; the changes, if any, in port regulations; quarantine restrictions; appearances of disease; and all other information which may be of interest.

Such Vice-Consular Reports are required in order to enable the Superintending Consul to furnish Her Majesty's Government with full particulars from every part of his district relative to matters which, as having a general bearing on industry, may affect British mercantile operations.

The Vice-Consular Reports are to be drawn up in such manner as the Superintending Consul may desire.

6. Vice-Consuls are not authorized to make any disbursements on the public service, excepting under the special sanction of their superior officer.

7. All matters relating to the British Mercantile Marine are regulated by an Act of Parliament termed the "Mercantile Marine Act, 1854." A copy of that Act, and of the instructions issued in conformity therewith by the Board of Trade with the sanction of the

Secretary of State, are comprehended in a volume here unto annexed.

8. All Consular Officers are required to give their best advice and assistance, when needed, to British subjects, whose rightful interests are to be upheld; and in the event of attempts being made to injure British subjects, Vice-Consuls will in the first instance endeavour, by due representation on the spot, to procure redress, and failing that, they will report the matter to the Superintending Consul.

In all representations, or transactions with public authorities, British Vice-Consuls are to conduct themselves with mildness and moderation, and are not to urge claims to which British subjects are not justly and fairly entitled.

9. As the masters of British merchant-ships are not warranted while in a foreign port to harbour persons seeking refuge from the due execution of the laws of such port, Vice-Consuls will warn shipmasters that neither British subjects nor other persons can be protected on board British ships against the due process of such laws.

10. Vice-Consuls are empowered to perform notarial services under the following clause of the Act 18 and 19 Vict., cap. 42:—

"I. From and after the passing of this Act, it shall and may be lawful for every British Ambassador, Envoy, Minister, Chargé d'Affaires, or Secretary of Embassy or of Legation exercising his functions in any foreign country, and for every British Vice-Consul, Acting

Consul, Pro-Consul, or Consular Agent (as well as every Consul-General or Consul), exercising his functions in any foreign place, whenever he shall be thereto required, and whenever he shall see necessary, to administer in such foreign country or place any oath, or to take any affidavit or affirmation from any person whomsoever, and also to do and perform in such foreign country or place all and every notarial acts or act which any Notary Public could or might be required and is by law empowered to do within the United Kingdom of Great Britain and Ireland; and every such oath, affidavit, or affirmation, and every such notarial act, administered, sworn, affirmed, had or done by or before such Ambassador, Envoy, Minister, Chargé d'Affaires, Secretary of Embassy or of Legation, Vice-Consul, Acting Consul, Pro-Consul, or Consular Agent, shall be as good, valid, and effectual, and shall be of like force and effect, to all intents and purposes, as if such oath, affidavit, or affirmation, or notarial act, respectively, had been administered, sworn, affirmed, had or done before any Justice of the Peace or Notary Public in any part of the United Kingdom of Great Britain or Ireland, or before any other legal or competent authority of the like nature."

11. In countries where it may be the custom for foreign Consuls to hoist the national flags of their respective nations over their residences, the flag to be hoisted by British Consular Officers is the British Union Jack.

It is to be understood, however, that if the Regulations of the country or of the place in which the Consul resides do not permit a display of this kind, and that such Regulations are applicable to foreign Consuls generally, the British Consular Officer will not consider himself authorized to hoist the British flag.

12. The uniform to be worn by Vice-Consuls is as follows:—

FULL DRESS.

Coat.—Blue cloth, Prussian collar, single breasted; to be buttoned with nine buttons placed at equal distances; and to be embroidered according to pattern on the collar and cuffs, one and a-half inch wide.

Buttons.—Convex; having the Royal Arms without supporters.

Hat.—Cocked, without binding; the fan or back part eleven inches, the front nine and a-half inches, each corner five and a-half inches; black ribbons on the two front sides; black cockade and single bullion loop, according to pattern; plain gold bullion tassels.

Sword.—French hilt, gilt wire grip, and helmet top; blade of thirty inches; black leather scabbard with gilt mountings; gold lace guard sword-knot with worked head, and tassels of small dead and bright gold bullions; white silk web belt, to be worn under the coat, with black leather frog.

Breeches.—White kerseymere, to be worn with white silk stockings, shoes and gilt buckles; white neckcloth, and white gloves.

HALF DRESS.

<i>Coat,</i>	}	The same as in Full-dress uniform.
<i>Buttons,</i>		
<i>Hat,</i>		
<i>Sword,</i>		
<i>Gloves,</i>		

Trousers.—Blue cloth, with a stripe of silver lace down the outward seam.

The lace will be the oak leaf pattern scolloped, one and three-quarters inches wide.

To be worn with boots and black silk stock.

UNDRESS.

Plain Coat, of blue cloth, with black velvet collar.
Buttons.—Convex, having the letters V. R. within a garter surmounted by a crown.
Waistcoat.—Morning, buff; evening, white; with similar buttons of smaller dimensions.

13. Whenever one of Her Majesty's ships of war arrives at a port at which a British Vice-Consul resides, it will be the duty of the Vice-Consul to wait in person on the Captain or Commander of such ship, and to render him such assistance as may be needed, and as the Vice-Consul may be able to afford.

The comparative rank of Vice-Consuls and Naval and Military Officers is as follows:—

Vice-Consuls rank with, but after Lieutenants, R.N., and Masters commanding, or Captains (Army); but before all other Lieutenants, R.N.

Consular Officers will take rank amongst their colleagues at the port of their residence in accordance with the rules prescribed by the Congress of Vienna for Diplomatic Agents, viz., seniority according to official title, and to priority of arrival.

14. Vice-Consuls are not to leave their posts without the permission of their Superintending Consul, who is empowered to grant leave of absence, and to sanction the temporary appointment of an Acting Vice-Consul.

TABLE OF CONSULAR FEES.

To be taken in pursuance of the Act 6 George IV., Cap. 87, and of the Order in Council, May 1, 1855.

PART I.
Fees to be taken in respect of matters in which the Consul's interposition is required by Law.

Matter in respect of which the Fee is to be taken.	FEES £ s. d.
For every declaration made before the Consul, in forms B, C, F, G, H, and L, in the schedule to the Merchant Shipping Act, 1854, with a view to the registry, transfers, and transmission of ships, interests in ships, or mortgages on ships	0 5 0
For indorsing a memorandum of change of Master upon the certificate of registry	0 2 0
For granting a provisional certificate of registry (this fee to be exclusive of fees on declarations)	0 10 0
For recording a mortgage of a ship, or shares in a ship, made under a certificate of mortgage	0 10 0
For recording the transfer of a mortgage of a ship, or shares in a ship, made under a certificate of mortgage	0 7 0
For recording the discharge of a mortgage of a ship, or shares in a ship, made under a certificate of mortgage	0 7 6
For every sale of a ship, or shares in a ship, made before the Consul under a certificate of sale	0 10 0
For inspection of the register book of transactions in ships	0 1 0
For every seaman engaged before the Consul	0 2 0
For every alteration in agreements with seamen made before the Consul	0 2 0
For every seaman discharged or left behind with the Consul's sanction	0 2 0
For every desertion certified by the Consul	0 2 0
For attesting a seaman's will	0 2 0
For examination of provisions or water, to be paid by the party who proves to be in default	0 10 0
For every salvage bond made in pursuance of 17 and 18 Victoria, chapter 104, section 488, to be paid by the master or owner of the property saved	2 0 0
On disbursements in respect of distressed seamen, a commission of	2½ per cent.

PART II.
Fees to be taken in respect of matters in which the Consul's interposition is to be given only when required by the parties interested.

Matter in respect of which the Fee is to be taken.	FEES £ s. d.
For noting a protest, with certified copy if required	0 5 0
For order of survey, with certified copy if required	0 5 0
For extending a protest or survey, with certified copy if required	1 0 0
And, if it exceeds 200 words, for every additional 100 words	0 2 6
For preparing and attesting bottomry or arbitration bond	1 0 0
For attesting bottomry or arbitration bond not prepared by Consul	0 5 0
For attendance, out of Consul's office, at a ship in wreck, or for the purpose of assisting a ship in distress, or of saving wrecked goods or property, over and above traveling expenses, per diem	1 1 0
For attending valuation of goods, if under £200 in value	0 10 6
For attending valuation of goods if £200 and upwards in value, for every day's attendance during which the valuation continues	1 1 0
For attending sale of goods if the purchase money is under £200	1 1 0
For attending sale of goods if the purchase money is £200 or upwards, for every day during which the sale continues	2 2 0
Certificate of due landing of goods exported from the United Kingdom	0 9 0
* Bill of Health	0 10 0
Visé of passport	0 2 0
Opening of will of a British subject, not being a seaman	1 1 0
Management of property of a British subject, not being a seaman, dying intestate, a commission	2½ per cent.
Registration of documents, or other matters	0 2 6
And, if exceeding 100 words, for every additional 100 words	0 0 6
For every certified copy of a document not before mentioned	0 2 6
And, if it exceeds 100 words, for every additional 100 words	0 0 6
For administering an oath or declaration including attestation of signature if required	0 2 0
For attesting a signature	0 2 0
For annexing the seal of office and signature to any document not mentioned in, or otherwise provided for by, this table	0 5 0

Note 1.—No fee is to be taken for the custody of, or indorsement on, Ship's Articles and papers deposited with the Consul in pursuance of the Merchant Shipping Act, 1854, section 279.

Note 2.—Where any fee is fixed by the foregoing tables for any particular act or transaction, no additional fee is to be demanded for signature, attestation, or annexing seal of office.

Note 3.—The above fees, if not paid in English money are to be calculated at the current rate of exchange.

* Abolished, so far as regards the Ottoman Dominions, by Order in Council of July 27, 1863, and the following Fees substituted in lieu thereof: "In respect of every British ship on each occasion of her entering or clearing at any port in the Ottoman dominions, namely, on her entry inwards, 5s., and on her clearance outwards (including a Bill of Health, if required), 5s."