

# Document Certification

## 1. Commercial Documents (NO AUTHENTICATION FEES)

All commercial documents, i.e. shipment of goods certificates, certificates of origin, invoices, vessels navigation certificates, bills of lading, insurance certificates, market price certificates of the various goods that are in accordance with the export market price, must be authenticated in the following order:

- o A notary public.
- o Authenticated by the Consular Section of the Royal Embassy of

Saudi Arabia.  
Royal Embassy of Saudi Arabia  
601 New Hampshire Avenue, NW,  
Washington, DC 20037.

## 2. Company and Corporation Documents

All documents, i.e. power of attorney, commercial and incorporation agreements, licenses, marriage certificates (for Islamic marriage certificates see 3), birth and death certificates, diplomas from **commercial institutes**, must be notarized by:

- o A notary public.
- o The county clerk of the respective county where the notary public is commissioned; the county clerk is usually stationed in the court of the specific county where the notary public is commissioned.
- o Documents must then be certified under the seal of the local State Department.
- o **Documents must be authenticated by the State Department Authentication Division** <http://www.state.gov/m/a/auth>

**U.S. Department of State  
Authentication Office  
518 23<sup>rd</sup> Street NW, SA-1  
Washington, D.C. 20520**

- o Documents should be sent to:

**Consular Section of The Royal Embassy of Saudi Arabia  
601 New Hampshire Avenue, NW  
Washington, DC 20037  
Phone: 202-944-3126.**

Fee: \$8.00 company check or money order made out to the Saudi Consulate for each set of documents that must be legalized

### ***NOTICE ON SENDING DOCUMENTS BY MAIL***

Include a prepaid return label and envelope (from FedEx, UPS or USPS only) with the return address label filled out completely. A proper prepaid return envelope must include a "PRE-PAID" label. Return envelopes showing only account numbers are not accepted as proof of prepayment. Credit cards, checks, money orders or cash will not be accepted for return mailing. Any package without a proper pre-paid return envelope and label will be put on hold until a proper return envelope is received. It is the applicant's responsibility to determine the EXACT return shipping costs. All labels must have a tracking number, and applicants are advised to keep both incoming and outgoing tracking numbers for their records.

### 3. **Islamic Certificates and Other Documents Issued in Washington DC**

All documents which are issued in Washington DC i.e. power of attorney, Islamic documents (marriage and declaration of Islam), medical, agreements, marriage certificates, etc., must be processed as follows:

- a. Notarized by a notary public in Washington DC.
- b. Certified by Office of the Secretary of State,  
District of Columbia  
Authentication Division  
441 - 4th St. NW #810-A South  
Washington, DC 20001
- c. Certified by State Department Authentication Division at the following address.

**U.S. Department of State  
Authentication Office  
518 23<sup>rd</sup> Street NW, SA-1  
Washington, D.C. 20520**

- d. Sent to The Consular Section of the Royal Embassy of Saudi Arabia (address and fees as above).

### 4. **University Degrees**

For verification of university degrees, the following should be sent to:

**Saudi Cultural Mission  
8500 Hilltop Rd  
Fairfax, VA 22031**

- a. Name of applicant & Social Security number
- b. Name of Employer.
- c. Name of the Courier Agency.
- d. A letter stating the reasons of for requiring Authentication.
- e. A copy of the employment contract.
- f. A copy of the applicant's passport.
- g. A certified copy of the applicant's college/university degree.
- h. Updated official transcript (in a sealed envelope).
- i. Name of the college/university and telephone number of the registrar or the records office.
- j. Verification letter from the registrar's office including applicant's SS#. (School ID number), and the telephone number and the contact person in the registrar's office.
- k. Written consent to allow the Saudi Cultural Mission to verify the degrees.

#### **Notes:**

- o Nurses and physicians are required to provide a copy of their practice license, and the telephone number, for confirmation of the validity of license.
- o For any other certificate or diploma, the place of training and the telephone number of the contact person is required.
- o For more information please call Mr. Raddah Otaibi at (571) 327-2522 or send a fax to (571) 327-2756, or email him at [rotaibi@sacm.org](mailto:rotaibi@sacm.org)

### 5. **Authentication of Health Certificates For Pets**

For those who are planning to work and reside in Saudi Arabia and wish to take their pets with them, the following procedures should be followed:

- . Obtain a veterinary Health Certificate
  - i. Must indicate that the pet was examined and has been vaccinated against all possible diseases, and that it is in good condition.
- a. Health certificate must be authenticated by the State Department Authentication Division  
<http://www.state.gov/m/a/auth/>

- b. Health certificate must be certified by the Consular Section of the Royal Embassy of Saudi Arabia

**Exotic and non domestic pets are not allowed to enter Saudi Arabia unless used for government purposes.**

- c. All **Dogs** entering Saudi should be under one of these categories:
- d. hunting,
- e. guard,
- f. seeing eye dogs.

**Dangerous and aggressive dogs such as Rottweiler and Pitbulls are not allowed to enter Saudi under any circumstances.**

*Fee: \$8.00 company check or money order made out to the Saudi Consulate for each set of documents that has to be legalized*

#### 6. **Saudi Birth Certificate Requirements(No Fees)**

In order for us to contact the designated Saudi agencies regarding a Saudi birth certificate, you need to send us:

- a. copy of your passport (old & new if applies)
- b. copy of your residency permit or residency number.

#### 7. **Saudi Police Clearance Requirements(No Fees)**

Police clearance reports are no longer process through either the Embassy or the Consulates of the Kingdom of Saudi Arabia. Requests for police clearance should be submitted to the appropriate Saudi authorities through the applicant's embassy or consulate in Saudi Arabia. Do not submit any requests to either the Embassy or Consulates in the United States.

- U.S. citizens need to contact their appropriate U.S. agency, which will forward the request to the U.S. Embassy or Consulates in Saudi Arabia for submission to Saudi authorities for processing.
- Non-U.S. citizens residing in the United States need to contact their embassy or consulate in the U.S. for information as to how to forward the request to Saudi authorities through their embassy or consulate in Saudi Arabia.