



Citizen's Charter

NOTARIZATION, AUTHENTICATION, CERTIFICATION AND OTHER SERVICES Window 1

Telephone numbers: (966) 12-6693254, 12-6696303 local 124 e-Mail: consular@pcgjeddah.org

AVAILABILITY OF SERVICES

Sunday – Thursday: 8:00 am to 5:00 pm (no lunch break)

WHO MAY AVAIL

All Clientele

WHAT ARE THE REQUIREMENTS:

A. NOTARIZATION OF DOCUMENTS EXECUTED BY FILIPINOS (Affidavits, Special Power of Attorney (SPA), Petition, etc.)

1. Original & copy of the document(s) to be notarized
2. Passport copy duly signed or bearing the signature of the applicant/affiant

B. ACKNOWLEDGEMENT OF DOCUMENTS EXECUTED BY FOREIGNERS

1. Original & copy of the document(s) to be acknowledged
2. For affidavits and Special Power of Attorney (SPAs), signature and seal of KSA Notary Public or their respective Consulates in Jeddah
3. Signature and seal of the Saudi Ministry of Foreign Affairs (MFA) or Saudi Ministry of Education (MOE) (for school record)
4. Copy of the data page of the passport of the applicant

C. AUTHENTICATION OF DOCUMENTS FOR USE IN THE PHILIPPINES

1. Original & copy of the document(s) to be authenticated
2. Signature and seal of MFA or MOE
3. Copy of the data of the passport of the applicant

D. AUTHENTICATION OF DOCUMENTS ISSUED IN THE PHILIPPINES TO BE USED IN KSA

1. Original & copy of the document(s) from the Philippines duly authenticated by the Department of Foreign Affairs (DFA)

E. CERTIFICATION

1. Passport copy

F. NBI CLEARANCE

- (Lifting of fingerprints for NBI)
1. Personal Appearance
 2. Duly accomplished NBI Form
 3. One (1) colored passport size photo with plain background
 4. Copy of the data page of the applicant's passport
 5. Copy of the applicant's Iqamah

G. CERTIFICATE OF NO DEROGATORY RECORD

1. Copy of passport used in KSA with final exit stamp or copy the Final Exit Visa
2. Employment Certificate
3. Copy of Iqamah
4. Authorization Letter, if filed by a representative
5. ID of the representative

H. NOTARIZATION OF LABOR CONTRACTS

1. Original and copy of the Labor Contract duly verified by POLO-Jeddah

FEES:

Notarization	SR. 100
Acknowledgement	SR. 100
Authentication	SR. 100
Certification	SR. 100
NBI	SR. 100
Expedite	SR. 40

HOW TO AVAIL OF THE SERVICE:

PROCEDURE

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Window 1	- Proceed to Window 1 to get form - Submit duly accomplished form and documents for evaluation	- Provide application form and explain briefly how to accomplish the form - Evaluate all documents - Issue receipt and advise applicant on the date of release of the document	5 minutes	Consular Assistant	n/a	Affidavits NBI
2	Cashier Area	- Proceed to the Cashier for payment	- Accept payment and machine validate official receipt - Forward documents to the Consular Assistant in-charge	3 minutes	Collecting Officer	SR. 100	Official Receipt

RELEASING

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Releasing Area	- Applicant to present official receipt and wait for his/her name to be called - Check data/details in the document	- Receive official receipt and locate document - Request applicant to affix his/her signature in the receiving copy of the document	3 minutes	Releasing Officer	n/a	Document