

ADVISORY



GUIDELINES: APPLICATION FOR A SAUDI POLICE CLEARANCE CERTIFICATE (OUTSIDE KSA)

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hassle-free!

SWIPE THROUGH FOR THE
GUIDELINES ON APPLYING FOR A
**SAUDI POLICE CLEARANCE
CERTIFICATE (OUTSIDE KSA).**



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SAUDI POLICE CLEARANCE CERTIFICATE



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REQUIREMENTS

1. Request Letter
 - Addressed to the Philippine Embassy in Riyadh
 - States purpose clearly and includes applicant's email address
2. Fingerprint Card (Original)
 - Taken locally at applicant's place of residence in Australia
 - Apostilled by Australian Department of Foreign Affairs and Trade (DFAT)
 - Includes Arabic translation by an accredited translation office of the Saudi Ministry of Foreign Affairs (MFA) (translation authenticated by the Chamber of Commerce in Riyadh)



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3. Special Power of Attorney (SPA, Original)
 - Authorizes a representative in Saudi Arabia to process the applicant's request
 - Duly acknowledged by the Philippine Consulate in Sydney (for NSW residents)
4. Passport Copies
 - Photocopy of data page (page showing photo and complete name) INCLUDING page with signature
 - Photocopy of all Saudi visas from passports used while in KSA



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5. Copy of Saudi Residence Permit (Iqama)
6. Two (2) Recent Photos
 - 2"x2", colored, white background
7. Supporting Documents (if applicable)
 - Any additional paperwork that strengthens the application



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PROCESSING AND RELEASE:

1. The applicant sends all requirements to an authorized representative in Saudi Arabia via trackable courier
2. The representative in KSA requests for an Endorsement Letter from the Philippine Embassy in Riyadh to be presented to the Saudi MFA.
3. Once approved by the Saudi MFA, the authorized representative will proceed to the Philippine Embassy in Riyadh for the processing of the Police Clearance.
4. The Philippine Embassy in Riyadh informs the representative once the Police Clearance is available.



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Applicable fees at the Consulate in Sydney

- SPA: AUD 45
- Expedite fee for same-day processing: AUD 18

Regular Processing

- Pick-up at 1:00 PM the following business day upon receipt of complete requirements.
- By mail sent via AusPost before end of business hours the following day. [Applicant to avail of self-addressed Express Post (plastic) Envelope with tracking number.]

Overtime (Expedite) Processing

- Only documents submitted before 12:00 NN may be accepted for expedite processing, except under meritorious circumstances. These are released by 3:00 PM on the same business day, upon receipt of complete requirements.

An expedite fee of A\$18.00 will apply.



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Scan the QR code below to view
the requirements and processing
guidelines for SAUDI POLICE
CLEARANCE CERTIFICATE



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