



Embassy of the Hashemite Kingdom of Jordan
3504 International Drive, NW
Washington, D.C. 20008

Requirements for Legalization and Consular Fees

- 1) All documents must be authenticated by the Department of State in Washington, D.C. (800)688-9889, Visit the State Department website at WWW.Travel.State.Gov
- 2) Commercial Invoices and shipping related documents (Certificate of Origin - Certificate of Health and Packing Lists) of the countries which are members of the World Trade Organization (**W.T.O.**) will be accepted in Jordan without legalization from the Embassy, but if applicable the embassy will legalize such documents without fees after the certifications of the US Arab Chamber of Commerce in Washington DC (202-289-5920).
- 3) The consular fees (by money order only)
 - a) **Power of Attorney – Assignment of Agent – Trade mark – Article of Incorporation – Agreement – Contract – Affidavit – Certificate (\$ 84.00) for each document.**
 - b) **Non (W.T.O.) World Trade Organization Members:-**

No	Value of the invoice in	U.S. \$	Fees
1.	Up to	\$ 15000.00	\$84.00
2.	Between	\$ 15001.0 to \$ 30000.00	\$180.00
3.	Between	\$ 30001.00 to \$ 75000.00	\$220.00
4.	Between	\$ 75001.00 to \$ 150000.00	\$280.00
5.	Value exceeding	\$ 150001.00	\$280.00 Plus \$20.00 Additional for each 15000.00 or fraction.

- 4) Enclose a self addressed air bill with envelop of the mailing service you choose to return your documents with.
- 5) The processing of the documents takes approximately **five (5) working days.**

Note:

- All payments should be (**money order only with your name address and phone number**) made out to the Jordanian Embassy. The Consular fees are subject to change without notice Legalization fees are not refundable.
- **The Embassy is not responsible for any articles lost during processing.**
- The Legalization office can be contacted in person or by telephone between the office hours 10.00 A.M. to 2.00 P.M. only
- For Legalization and consular matters please contact the Jordanian Consulates near your area For more information please visit our website at www.jordanembassyus.org ,Consular Section, Honorary Consulates (US).